YEARLY STATUS REPORT - 2023-2024

Part A

Data of the Institution

1.Name of the Institution Siliguri Institute of Technology

- Name of the Head of the institution Prof. (Dr.) Mithun Chakraborty

- Designation Principal

- Does the institution function from its own campus? Yes

- Phone no./Alternate phone no. 7477660427

- Mobile No: 9903304792

- Registered e-mail principal@sittechno.org

- Alternate e-mail iqac@sittechno.org

- Address Siliguri Institute of Technology Salbari, Sukna, Siliguri-734009

- City/Town Siliguri

- State/UT West Bengal

- Pin Code 734009

2.Institutional status

- Affiliated / Constitution Colleges Affiliated

- Type of Institution Co-education

- Location Rural

- Financial Status   **Self-financing**

- Name of the Affiliating University   **Maulan Abul kalam Azad University of Technology**

- Name of the IQAC Coordinator   **Dr. Debajyoti Misra**

- Phone No.   **9749374055**

- Alternate phone No.   **9749374055**

- Mobile   **9749374055**

- IQAC e-mail address   **iqac@sittechno.org**

- Alternate e-mail address   **iqac@sittechno.org**

3.Website address (Web link of the AQAR (Previous Academic Year)   https://sittechno.org/aqar.html

4.Whether Academic Calendar prepared during the year?   **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: https://www.sittechno.org/academic-calendar-2023-24-academic-calendar.html

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.36**	**2022**	**18/01/2022**	**17/01/2027**

6.Date of Establishment of IQAC   **01/11/2019**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**Nil**

8.Whether composition of IQAC as per latest NAAC guidelines   **Yes**

- Upload latest notification of formation of IQAC   View File

9.No. of IQAC meetings held during the year   2

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   Yes

- If No, please upload the minutes of the meeting(s) and Action Taken Report   No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?   No

- If yes, mention the amount

11.Significant contributions made by IQAC during the current year (maximum five bullets)

*An Academic Audit was conducted in August 2023 with the primary objective of evaluate the performance of the institute and to identify the issues that are to be attended to in order to improve the quality of Teaching and Research.

*The IQAC organized a Faculty Development Program on Teaching and Learning from March 5 to March 7, 2024, with the intention of enhancing the teaching skills of faculty members, promoting innovative learning strategies, and fostering a culture of academic excellence.

*The IQAC has taken the initiative to maximize the signing of Memorandums of Understanding (MOUs) to foster enhanced collaboration. As a result, the following MOUs have been successfully signed with various organizations: SIT and Perennation Computer Solutions Global Pvt. Ltd. (PCS Global) - Signed on March 15, 2024. SIT and Sister Nivedita University (SNU) - Signed on March 22, 2024. SIT and National Entrepreneurship Cell - Signed on May 9, 2024. These partnerships aim to strengthen academic, research, and entrepreneurial initiatives.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Faculty Development Program on Teaching and Learning	The IQAC organized a Faculty Development Program on Teaching and Learning from March 5 to March 7, 2024, with the intention of enhancing the teaching skills of faculty members, promoting innovative learning strategies, and fostering a culture of academic excellence
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Annual Quality Assurance Report (AQAR) for the year 2022-2023	Annual Quality Assurance Report (AQAR) for the year 2022-2023 was submitted April 2024.
Outreach and extension activities	The following outreach program was completed in association with the NSS unit of SIT 1. Blood Donation Camp, NSS SIT Unit in association with Surjyanagar Samaj-kalyan Sanstha, Siliguri 2. Health Awareness Camp NSS SIT Unit in association with Dinchen Salbari Sukna Buddhist Sangha, Siliguri

10-02-2025 03:47:10

Internship programs and other student support initiatives to bolster the institute's quality assurance efforts	136 students has submitted their internship details on August 2024. Advancements in technical training, skill enhancement, and club activities./ Every department has started domain specific technical training on IoT, Deep learning and other advance technology. Cyber physical system club has taken initiated to procure drone for various club activities.
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13.Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
BOG	10/12/2024

14.Whether institutional data submitted to AISHE

Part A	
Data of the Institution	
1.Name of the Institution	**Siliguri Institute of Technology**
• Name of the Head of the institution	**Prof. (Dr.) Mithun Chakraborty**
• Designation	**Principal**
• Does the institution function from its own campus?	**Yes**
• Phone no./Alternate phone no.	**7477660427**
• Mobile No:	**9903304792**
• Registered e-mail	**principal@sittechno.org**
• Alternate e-mail	**iqac@sittechno.org**
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- Name of the statutory body

Name	Date of meeting(s)
BOG	**10/12/2024**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	**15/03/2024**

15.Multidisciplinary / interdisciplinary

The curriculum designed by the affiliated university provides many opportunities for learning across different fields. These include a well-organized course structure, technical fests to spark creativity, faculty development programs (FDPs) to improve teaching, and various club activities that encourage teamwork and skill-building.

16.Academic bank of credits (ABC):

The affiliating university has issued a notification regarding the creation of ABC IDs. As an affiliated institute, we are adhering to the university's guidelines. The process of creating ABC IDs has been initiated for postgraduate students and will subsequently be extended to undergraduate students as well.

17.Skill development:

The skill enhancement program includes the following key components: Related skills are mapped and attained by the respective courses in the domain such as solving ability, analysis ability, design ability, synthesis and simulation abilty alongwith domain independent skills such as ethics , communication etc. are also attended by the various couses offered by the curriculam. 1.   Program-Specific Skill : Training: Mandatory skill enhancement training is provided to students twice a year, organized semester-wise. 2.   Internship Opportunities: Pre-final and final-year students are offered exposure to paid or unpaid internships for practical experience. 3.   Finishing School Program: A specialized program designed to prepare students for the professional world. 4.   GATE Coaching: Focused coaching sessions to help students excel in the GATE examination. 5.   B.Tech Honours through MOOCs: Opportunities for students to pursue B.Tech Honours by completing Massive Open Online Courses (MOOCs).

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

We are actively integrating the Indian Knowledge System (IKS) into higher education by focusing on Indian languages, cultural heritage, and online courses, aligning with NAAC's mission to enhance education quality. At our institute, faculty members teach in both Hindi and English, fostering a deeper connection to IKS. Using Hindi preserves our rich heritage and enables students to engage directly with traditional texts and concepts. Additionally, we promote local languages, arts, and culture through various year-round activities. Our college has acquired 30 books on IKS, and students and teachers are also accessing

resources from MAKAUT to further their understand.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The Institute has fully embraced the Outcome Based Education (OBE) model, focusing on cultivating critical thinking, professional behavior, practical skills, and ethical values among students. The aim is to equip learners with knowledge, competencies, and direction essential for professional success beyond academic boundaries. OBE ensures that all educational activities are directed towards achieving specific, well-defined outcomes, outlining what students are expected to accomplish and the standards they must meet. Attainment levels are assessed through systematic mapping of Course Outcomes (CO) with Program Outcomes (PO), Program Specific Outcomes (PSO), and Program Educational Objectives (PEO). The Institute aligns its academic calendar with the curriculum provided by the affiliating university while enhancing learning through workshops, competitions, presentations, and guest lectures. These activities ensure students are well-prepared for professional challenges. To support student development, the Institute implements continuous assessments, feedback mechanisms, doubt-clearing sessions, and mentorship initiatives. The commitment to OBE has led to significant positive outcomes, marked by a transformative shift towards experiential learning and hands-on practical opportunities.

20.Distance education/online education:

Students actively participate in massive open online courses (MOOCs) offered by platforms such as NPTEL, Coursera, and Udemy. These courses allow them to enhance their knowledge and skill sets based on their interests and career aspirations. With the flexibility to learn at their own pace and schedule, students can complete these courses at their convenience. The programs are conducted by professionals from prestigious national and international organizations, ensuring high-quality content and industry-relevant insights. This exposure equips students with the expertise and competencies needed to thrive in professional environments, making them industry-ready

Extended Profile

1.Programme

1.1   **483**

Number of courses offered by the institution across all programs

during the year

File Description	Documents
Data Template	View File

2.Student

2.1   **1401**

Number of students during the year

File Description	Documents
Data Template	View File

2.2   **24**

Number of seats earmarked for reserved category as per GOI/
State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3   **315**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1   **60**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2   **60**

Number of Sanctioned posts during the year

Extended Profile

1.Programme	

1.1 Number of courses offered by the institution across all programs during the year	**483**

File Description	Documents
Data Template	View File

2.Student	

2.1 Number of students during the year	**1401**

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**24**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**315**

File Description	Documents
Data Template	View File

3.Academic	

3.1 Number of full time teachers during the year	**60**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**60**

File Description	Documents
Data Template	<u>View File</u>

4.Institution

4.1 Total number of Classrooms and Seminar halls	**48**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**1073**
4.3 Total number of computers on campus for academic purposes	**576**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

1. Advance Planning: The affiliating University, MAKAUT provides the Academic calendar based on which the institutional academic calendar is prepared.

2. Strategic Plan Implementation: Activities which are considered for the Departmental strategic plan include: expert talks delivered by academic/industry resource persons, workshops, seminars, preparation of class routine, course description, internal examination schedule etc.

3. Lesson Plan Implementation: The lesson plan depicts the chronological order in which the lecture sessions would be conducted for different subjects.

a. Course Handout: The course handoutincludes course objectives, course outcomes, Program outcome, CO & PO mapping, syllabus, course deliveryplan, Text and reference books, Assignment

details, Remedial classes,Tutorial details (if Any), content beyondthe syllabus content, Course conduction time table, attendance policy, detention policy, plagiarism policy, teacher contact detailsetc.

b. Course File Contents: Course files is essentially a document that includes all the necessary details like Course Objective, Course Outcomes, CO-PO mapping, Syllabus, Daily Lesson plan, Assessment record and Attainment of CO/PO, student feedback etc.

4. The deployment of the action plans: Curriculum delivery and assessment are periodically reviewed through syllabus progress report and student progress is monitored by the Mentors assigned. The assessment results are discussed with the parents to get their feedback.

5. There exists a robust Mentor-Mentee system in the institute.

6. Finer aspects of the Curriculum Delivery Process:

1. Student feedback is critically analyzed and corrective measures are taken.

2. Use of ICT

3. Several skill-enhancing trainings are conducted by Training and Placement Cell.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.sittechno.org/criteria-1-1-1-aqar-23-24-support-links.html

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institution adheres to the academic calendar including the conduct of Continuous Internal Evaluation (CIE).

The Academic Calendar is prepared by the institutional Academic Committee as per the University (MAKAUT) academic schedule that outlines the semester class work, internal examination, external examination schedules and any other academic activity.

The Departmental Advisory Committee (DAC) finalizes the course allocation for the faculty members who prepare the course handout mentioning the Lesson plan. The Academic Committee prepares the Timetable which is provided to the faculty members and students. Continuous assessment (CA), four in number, is done based on internal tests, assignments, mini-projects, Term papers, PPT presentations and quizzes.

The marks for each CA are uploaded in the University portal and answer books are shown to the students to discuss the evaluation with the teacher.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	https://www.sittechno.org/criteria-1-1-2-aqar-23-24-support-links.html

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**C. Any 2 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	[View File](#)

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

7

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

26

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

1980

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

1980

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The institute ensures enrichment of the curriculum aimed at instilling awareness on professionally and socially relevant issues like Ethics, Gender Equality, Human Values, Environment and Sustainability.

Professional Ethics

Values and Ethics in Profession (Course Code HM-EE401), Indian Ethos and Business Ethics (Course Code MB 105) etc. are some of the courses that are taught tostress the significance of business and professional ethics in today's society.

Gender

Both girl and boy students participate in and organize various extra and co-curricular activities.

Human Values

Courses like Universal Human Values (Course Code MC 681), Human Resource Development and Organizational Behaviour (Course Code CE (OE)801A) etc. are offered that aid student understanding of the importance of Universal Human Values. Also, students take part in National Service Scheme (NSS) activities.

Environment and Sustainability

Various courses are provided to create awareness about the contemporary issues concerning environment and its impact on natural resources as well as sustainable technologies. The Institute also observes Akshay Urjwa Diwas, World Environment Day and takes up Tree Plantation program on a regular basis to enhance awareness.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

11

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

313

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://sittechno.org/feedback-academics.html

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

540

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

8

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

We have a well-established mechanism, refined over time, for continuously monitoring and evaluating students. Students are classified as slow or advanced learners based on the following criteria:

1. Rank in the entrance examination.
2. Performance in the assessment processwas conducted at the beginning of the semester (prerequisites) and through regular interactions.
3. Results from previous examinations,particularly for students in higher semesters.

Additionally, students are categorized based on their performance in the first internal examination of the semester.

Support for Slow Learners

Departments provide tailored support for slow learners through:

- Extra doubt-clearing sessions.
- Re-explaining critical topics during tutorial classes.
- Enhanced attention in smaller groups.
- Additional assignments and quizzes.
- Pairing with high-achieving students for collaborative problem-solving.

Support for Advanced Learners

Advanced learners are encouraged to further enhance their skills through:

- Challenging assignments.
- Preparation for competitive examinations.
- Participation in programs like NPTEL, MOOCS, and value-added training.

- **Engagement in technical events such as tech fests, quizzes, in-house seminars, and conferences.**

Strategies for Student Improvement

The following strategies are implemented to ensure overall student development:

1. **Conducting remedial classes.**
2. **Monitoring attendance.**
3. **Organizing motivational sessions.**
4. **Offering career counselling.**

File Description	Documents
Link for additional Information	https://www.sittechno.org/criteria-2-2-1-aqar-23-24-support-links.html
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1401	**60**

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The institute promotes an environment that nurtures effective learning and critical thinking for shaping young minds with quality education. Experiential learning or active learning considers the individual learning process. A group of students are allotted a mentor (faculty member) who mentors them. The institute has well-equipped laboratories. Special lectures, field studies, and project-based learning help students to acquire the necessary skills and knowledge. Use of AUTOCAD, an industry-based Software for understanding engineering drawings and graphics from models. Participatory learning includes activity learning, group discussions, case studies, NSS

activities, soft skill classes, industrial tours and training. Students participate in project competitions and technical events. Attend field/industrial visits, sessions like group discussions, seminars, and quiz, and poster presentations. NSS is the part of our academics where students participate in social Activities. Soft skill training is imparted to students for personality development and skill enhancement for placement opportunities. Collaborative learning involves groups of students working together to solve a problem or create a product. The different problem-solving methods and steps adopted in project work, and tutorial classes are

1. Identify the problem.

2. Analyse it.

3. Formulate possible solutions.

4. Evaluate the strengths and limitations of those solutions.

5. Select the best possible solution.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://www.sittechno.org/criteria-2-3-1-aqar-23-24-support-links.html

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

An effective teaching-learning process is crucial for achieving academic success. Outcome-based education plays a significant role in helping students acquire the knowledge, skills, attitudes, and habits necessary for their growth. The institute emphasizes promoting student-centric learning through various instructional methods and pedagogical initiatives.

- Internet-based learning
- LMS server NPTEL
- Powerpoint presentation
- CDs
- YouTube videos
- Video conferencing tools

etc. are some commonly used tools by the faculty. Pedagogical training has been organized for the faculty members to improve the teaching-learning process. In this process, different techniques like Collaborative learning, Think-pair-share, Real-life examples etc. are used. Innovations in teaching and learning contribute a lot to the improvement of student learning. In our institute, we are working on the idea of creating a blog / virtual space where faculty members can share their innovative ideas. Other stakeholders will also be allowed to comment on the posts to enrich the methods as suggested.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.sittechno.org/criteria-2-3-2-aqar-23-24-support-links.html

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

60

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

60

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

20

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

729

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Assessment plays a crucial role in effective teaching, ensuring that instruction is tailored to students' knowledge, skills, and interests. The institute adheres to the guidelines prescribed by the university (MAKAUT). Below is an overview of the assessment tools, their purposes, and processes:

Assessment Tools and Processes

1. End-Semester Exams

    o Marks: 70 marks for theory, 60 marks for practical/sessional
    o Purpose: Evaluate summative knowledge and the overall understanding of the course
    o Frequency: Conducted once per semester by the university

2. Internal Exams (I & II)

    o Marks: 15 marks (combined)
    o Purpose: Assess formative knowledge based on Course Outcomes (COs)
    o Process: Question papers for both internal exams collectively cover all COs

3. Quiz

    o Purpose: Analyze conceptual understanding
    o Process: Multiple-choice questions are used for evaluation

4. Assignment

    o Purpose: Assess problem-solving capabilities
    o Process: Evaluated based on CO-wise criteria

Additional Assessment Components

  • Quiz/Assignment/Presentation:
    o Marks: 10 marks
  • Attendance:
    o Marks: 5 marks

Teachers submit marks to the university at three intervals during the semester (CA1, CA2, and CA3), while CA4 is managed directly by the university.

Laboratory Assessment

- **Internal Performance:**
    - **Marks: 40 marks for regular lab performance**
    - **Evaluation: Based on rubrics**
- **University Examination:**
    - **Marks: 60 marks**
- **Mark Submission: Practical marks are submitted to the university twice per semester (PCA1 and PCA2).**

This comprehensive assessment system ensures a balanced evaluation of students' theoretical knowledge, practical skills, and conceptual understanding.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://sittechno.org/criteria-2-5-1-aqar-23-24-support-links.html

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The various examinations and evaluations conducted during a semester are outlined below:

Internal Assessment

- **Conducted by university guidelines and the academic calendar.**
- **Marks for internal assessments are submitted to the university portal as follows:**
    - **Theory Papers: Four intervals—CA1, CA2, CA3, and CA4.**
    - **Practical Papers: Two intervals—PCA1 and PCA2.**

External Examination

- **Conducted at the end of the semester by the university, coordinated by the college examination cell under the supervision of the Officer in Charge.**

- The college strictly adheres to the affiliating university's guidelines and regulations for internal tests and semester-end examinations.

Post-Examination Procedures

- The university allows for Post Publication Scrutiny (PPS) and Post Publication Review (PPR) after results are published.
- Students can apply for PPS or PPR through a defined process set by the university.

The following chart illustrates the grievance redressal mechanism related to external examinations as implemented by the institute.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://www.sittechno.org/criteria-2-5-2-aqar-23-24-support-links.html

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The institution ensures that Program and Course Outcomes (POs and COs) for all programs are clearly stated and effectively communicated to teachers and students. These outcomes are prominently displayed and disseminated through the following channels:

1. College website
2. Departmental web pages
3. Lab manuals
4. Department laboratories
5. Display boards within the institution and departments
6. College brochure
7. Training and Placement (T&P) Office and Placement brochure
8. Head of Department (H.O.D.) chambers
9. Faculty and staff rooms
10. Departmental seminar rooms
11. Student orientation programs

Engagement with Stakeholders

Stakeholders are made aware of Program Outcomes through various activities, including:

- **Faculty and student workshops**
- **Student induction programs**
- **Faculty meetings**
- **Parent-teacher meetings**
- **Industry interactions**

Communication of Course Outcomes (COs)

Course Outcomes are conveyed to students by the respective faculty members. These outcomes are detailed in course descriptions, course files, and other relevant documents associated with the course.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://www.sittechno.org/criteria-2-6-1-aqar-23-24-support-links.html
Upload COs for all courses (exemplars from Glossary)	[View File](#)

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Each course is designed with specific Course Outcomes (COs) aligned with Bloom's taxonomy. These COs are systematically mapped to the Program Outcomes (POs) and Program Specific Outcomes (PSOs). The attainment of COs for each question is quantified for every assessed student, and their performance is analyzed using MS Excel. The level of attainment varies depending on the course level and the student's efficiency.

Measurement of PEO Attainment

The attainment of Program Educational Objectives (PEOs) is primarily measured through an anonymous questionnaire survey involving various stakeholders. The survey includes questions covering:

- **Personal and professional details**
- **Professional development**
- **Job prospects**
- **Continuous professional training**
- **Alignment with the PEOs**

Evaluation Process

- **Attainment is calculated based on the percentage of students achieving a predefined benchmark.**
- **If the set targets are met, the COs are considered attained for that academic year.**
- **To ensure continuous improvement, higher targets are established for subsequent years.**

The table below illustrates the institutional attainment levels for the program.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://www.sittechno.org/criteria-2-6-2-aqar-23-24-support-links.html

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

273

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	https://www.sittechno.org/criteria-2-6-3-aqar-23-24-support-links.html

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.sittechno.org/criteria-2-7-1-aqar-23-24-support-links.html

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

6.39

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://dst.gov.in/

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

2

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

21

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

7

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The NSS Unit of the institute has taken the initiative to improve the quality of life in the surrounding areas of the institute. The institute has also organized an orientation program for realizing the importance of community service. The institute has also insist and motivate all the students to take part in the extension activities in an around the campus. The extension activities were carried out through the different students clubs with the volunteers towards the social issues and holistic development in the neighborhood community. The following list of activities was organized in the neighborhood community during the academic year 2023-24:

1. Blood Donation Camp
2. Health Awareness Camp
3. Awareness on Consumaer Rights
4. Self Defence Training for Girls
5. Meri LIFE Tree Plantation Programme 2023
6. Swachh Bharat Abhijan 2023
7. Yoga and Meditation Session

National Service Scheme (NSS) Unit of Siliguri Institute of Technology (SIT) regularly organizes awareness campaigns in the neighboring society, medical checkup camps, blood donation camps etc. The institute takes the most care of neighborhood development and also believes in holistic development of a student. The social activities are also incorporated in their educational peripheries to enhance the social consciousness of students and created a habit to work with the people in and around the educational campuses.

File Description	Documents
Paste link for additional information	https://www.sittechno.org/criteria-3-3-1-aqar-23-24-support-links.html
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from

government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

2

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

12

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1280

File Description	Documents
Report of the event	*View File*
Any additional information	*View File*
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	*View File*

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

78

File Description	Documents
e-copies of linkage related Document	*View File*
Details of linkages with institutions/industries for internship (Data Template)	*View File*
Any additional information	*View File*

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	*View File*
Any additional information	*View File*
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	*View File*

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The Institute has a sprawling and picturesque campus located on 10.43 acres of land with 15,468.sq. m. build-up area. The institution ensures adequate availability and optimal utilization of physical infrastructure to create a good learning environment. The college has the following facilities. Academic Facilities The institute has adequate facilities as per the requirement of the statutory bodies.

Particulars Nos.

Available Classrooms 41

Smart classrooms 08

Laboratories 66

Workshop 01

Seminar Halls 05

Conference Room 02

Language Lab 01

Library 01

Art Gallery 01

Computing Facilities

Sl. Particulars Qty

1 Desktop Computer 576

2 Servers 12

3 Printers 26

4 Laptops 6

5 Application Software 22

6 Projectors 16

7 UPS 12

8 Wi-Fi Access Point 51

9 ISP 2

Other facilities

01. 11 KV Substation for providing electricity to the campus

02. 2 nos. DG Sets for emergency power supply

03. 3 nos. canteen & cafeteria

04. Fast aid facility

05. Separate Common Room & washrooms for girls.

06. Separate washrooms for students and staff members.

07. Fire extinguisher.

08. Clean drinking water facility.

09. Gymnasium

10. Facilities for outdoor & indoor games

11. Reprography Room

12. Front Desk

13. Security Table

14. CCTV

15. Garden with a variety of trees and plants in the surrounding.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.sittechno.org/criteria-4-1-1-agar-23-24-support-links.html

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

To foster the overall development of students, the institute provides extensive facilities for co-curricular and extracurricular activities. Students are encouraged to participate in these activities alongside their regular academic pursuits.

Activity Points under MAKAUT's MAR

The affiliating university, MAKAUT, WB, has introduced a unique system of awarding Activity Points under the Mandatory Additional Requirement (MAR) policy, as per the notification dated 11.06.2018. This system recognizes and incentivizes students' participation in non-academic activities, complementing their academic grades.

Facilities for Indoor and Outdoor Games

- Dedicated Campus Spaces:

  - Available for boys, girls, and staff members.
  - Size: 569 sq. ft.
  - User Rate: Accommodates 20-25 people per hour.

- Yoga Classes:

  - Regularly conducted to promote physical and mental well-being among students and staff.

Cultural and Recreational Activities

- The institute organizes various cultural programs in its seminar halls, auditorium, and open-air theatre, providing students with opportunities to showcase their talents and creativity.

These initiatives and facilities aim to create a balanced and enriching environment that supports students' academic, physical, and cultural growth.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.sittechno.org/criteria-4-1-2-aqar-22-23-support-links.html

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

14

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

14

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.sittechno.org/criteria-4-1-3-aqar-23-24-support-links.html
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

850

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

"The Central Library' serves as the heart of this academic institute and with its modern facilities makes the library an outstanding learning resource centre. The quality of services and user interaction in the library is rich and alive. The main thrust of the library continues to be the improvement of the quality of services and facilities, achieving a higher degree of users satisfaction and modernization of its activities and operations. To cope with the ever-increasing demand of the users' the central library has the membership of Developing Library Network (DELNET) New Delhi, Institute of Engineers (India) and subscribes rto esources of Science Direct, SAGE World E-Book Library etc. Other than the books, the library has also access of 320 e-journals, 34 printed journals, e-books and e-databases. The entire library is automated using Library Management Software (LMS) LIBSYS and transactions are automated by using a bar code reader. Some of the features of LMS are as follows:

- Name of the ILMS : LIBSYS
- Nature of Automation : Fully automated
- Version : LS 5.0
- Year of Automation : 2007

One of the unique features of the library is the availability of a book bank facility for the

students. Each Student can borrow Ten Books at a time as per the following category:

Book Lending Facility :

Total 10 Books

4 Book Bank Books

6 General Books

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://www.sittechno.org/criteria-4-2-1-aqar-23-24-support-links.html

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

14.5

File Description	Documents
Any additional information	[View File](#)
Audited statements of accounts	[View File](#)
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

61

File Description	Documents
Any additional information	[View File](#)
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college has developed a well-maintained IT infrastructure for the users. The entire campus is WiFi enabled backed by high-speed internet connectivity. To support computing requirements the campus is equipped with 534 desktop computers. The institution has a policy for periodical upgradation of the computer systems. Dedicated heavy-duty online UPSs are available to ensure uninterrupted power backup support. Sophisticated networks (both wired and wireless) supported by high-end servers are utilized for Internet/ Intranet connectivity in the institute premises. Servers (DNS, Proxy, webservers etc.) are configured and maintained by utilizing in-house expertise. Latest software (Licensed & Open source) along with licensed antivirus solutions are available to fulfil both academic and administrative requirements. Details of IT infrastructure are listed below:

SL. NO. PARTICULARS QUANTITY

1 Desktop Computer 576

2 Servers 12

3 Printers 26

4 Laptops 6

5 Application Software 22

6 Projectors 16

```
7 UPS 12

8 Wi-Fi Access Point 51

9 ISP 2

ISP Details INTERNET SERVICE PROVIDER (ISP) PUBLIC IP BANDWIDTH
& CONNECTION TYPE

Meghbela (PMPL) Broadband Pvt. Ltd. 103.147.239.16/29, 200 Mbps
(1:1) , Internet Leased Line (ILL) Internet registered domain
name http://sittechno.org/sit119.php

TATA Telecom 14.97.100.8/29, 50 Mbps (1:1), Internet Leased Line
(ILL) Internet registered domain name

http://sittechno.org/sit119.php
```

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.sittechno.org/criteria-4-3-1-aqar-23-24-support-links.html

4.3.2 - Number of Computers

576

File Description	Documents
Upload any additional information	[View File](#)
Student – computer ratio	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

File Description	Documents
Upload any additional Information	[View File](#)
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

29.88

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The Institute continuously strives to provide adequate physical infrastructure and constantly upgrading facilities in order to provide a good teaching-learning environment. The Academic Committee/IQAC convenes regular meetings to assess the infrastructural facilities and requirements. In order to ensure maintenance and optimum utilization, various systems and procedures are established so as to benefit all the stakeholders. The following chart provides a brief idea about the procedure followed for procurement/maintenance work in the institute. The available infrastructure is utilized optimally in the following respect: The classrooms are utilized for the conduct of classes during working hours as well as for tutorial classes and remedial classes. The central library act as the knowledge center of the institute and is established on more than 6000 sq. ft. area. The laboratories are utilized for conducting practical classes and also provide facilities to the students for technical projects. Examination Cell, Canteen, Admission Cell, Accounts section, Administrative block, training and placement cell, are available Parking facilities, Food cafe, drinking water etc., are available in the campus. The facilities and infrastructure of the Institute are planned and modified on the basis of feedback received from the stakeholders to meet the growing requirements of academia and industry.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.sittechno.org/criteria-4-4-2-aqar-23-24-support-links.html

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

383

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

39

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

B. 3 of the above

File Description	Documents
Link to institutional website	https://www.sittechno.org/criteria-5-1-3-aqar-23-24-support-links.html
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

94

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

94

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent

A. All of the above

mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

94

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

4

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

3

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	**No File Uploaded**

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

College creates a platform for the active participation of the students in the various bodies/committees. This in turn helps the students to gain leadership qualities, knowledge about rules & regulations and execution skills. To maintain the quality, college involvement of our students in different committees.

- Its formation, activities and other details:
- There are student societies/bodies in the departments.
- Each class has student class representatives (CRs).
- The CRs act as a bridge between students and the department. The opinions, views and suggestions of the entire class w.r.t. the faculty, courses, syllabus and any other things related to the class are communicated to H.O.D. by the CRs.
- The CRs are nominated by the students representing the class.
- Various programs like paper presentations, workshops and seminars are organized by these bodies every year.

Apart from the above our students are also included in various committees (to name a few) as mentioned below:

- Tech-Mgmt committee
- Anti-Ragging Committee
- Games & Sports Committee
- T&P Committee

Our students take an active role in conducting all the major technical, cultural, literary and sports activities organized in the college. All these activities are supervised by a team of faculty and staff members.

File Description	Documents
Paste link for additional information	https://www.sittechno.org/criteria-5-3-2-aqar-23-24-support-links.html
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

20

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The institute has an alumni Association office. The alumni association has been registered officially in 2019. The institution will try to ensure that the association plays a pivotal role towards the development of the institution by extending all the necessary support.

Details of the alumni association:

Name: SIT Alumni Association

Registration number: S0008535 of 2019-2020

Office address: Siliguri Institute of Technology, Sukna – 734009, West Bengal, India

Alumni Benefits for Students:

- Career counselling/advising
- Industry Institute Interaction
- Mentorship
- Placement/internship guidance/assistance
- Project Assistance for final-year students
- Arranging industrial training/visits

Some programmes arranged by the Alumni Association The Alumni Interaction Program on the theme "Recent Industry Trends in Electronics and Communication Engineering for Better Employability" was organised by the Department of Electronics and Communication Engineering, SIT on February 23, 2022. The speakers of this program were Ms. Vishaka Subba, Senior Software Engineer at Robert Bosch Limited, India, and Mr. Tapas Roy, Software Developer, at NXPSoftware.

The program details are as below: The speakers of this program were Ms. Vishaka Subba, Senior Software Engineer at Robert Bosch Limited, India, and Mr. Tapas Roy, NXP Software, alumnus (2019 Pass out Batch) of the Electronics & Communication Engineering Department, Siliguri Institute of Technology.

File Description	Documents
Paste link for additional information	https://www.sittechno.org/criteria-5-4-1-aqar-23-24-support-links.html
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

VISION

To be a recognised institution offering high-quality education, and opportunities to students to become globally employable Engineers/Professionals in best-ranked industries and research organisations.

MISSION

To impart quality technical education for the holistic

development of students who will fulfil the needs of the industry/society and be actively engaged in making a successful career in ndustry/research/higher education in India & abroad.

Leadership Functions of the Head of the Institution

To promote and develop good governance within the college compatible with and supportive of affiliating university governance structures and policies in line with AICTE / NBA / NAAC. Necessary policy issues are presented to the BOG for final approval.

To look after all the administrative and academic activities falling in line with the AICTE, University and the Government of West Bengal norms, in all aspects.

To foster an environment for industry institute interaction, support and coordinate the enhancement of research activities within the college and across colleges, and maintain discipline among students and staff.

Entrepreneurship promotional activities and encouraging innovation through Institution Innovation Council (IIC) as per the guidelines of Innovation Cell, MOE, Govt. of India.

File Description	Documents
Paste link for additional information	https://www.sittechno.org/criteria-6-1-1-aqar-23-24-support-links.html
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

All the academic & administrative activities of the institute are directly supervised by the Head of the institute. Day-to-day academic activities of the departments are looked after by the respective Head of the Departments.

Decentralization

The institute has a standard mechanism for entrusting authority

and supplying operational autonomy to all the various functionaries to work towards a decentralized governance system.

The following committees are in existence to decentralize the academic and administrative activities:

- IQAC
- Anti-Ragging Committee and Anti-Ragging Squad
- Grievance Redressal Committee
- Institute Academic Council
- Entrepreneurship Development Committee
- Institutional Innovation Council (IIC)
- Research & Development Committee
- Examination Committee
- Training and Placement Committee
- Cultural Committee
- Tech-Management Fest Committee
- Games and Sports Committee
- NSS Committee
- NAAC Committee
- Women's Grievance Redressal Committee
- Admission Committee
- Institutional Disciplinary Committee
- Annual Report Compilation Committee

Case study

Every year annual sports, technical competitions and cultural fests are organized in the institute where overwhelming participation from all levels is observed. The student committees work towards it under the supportive guidance of the faculty and staff members.

File Description	Documents
Paste link for additional information	https://www.sittechno.org/criteria-6-1-2-aqar-23-24-support-links.html
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institute has a perspective plan for development for the coming years. The institution addresses the issues from the stakeholder's view and takes steps to satisfy their requirements. Perspective Plans are in place for enhancing Teaching-learning, industry-institute interaction, Research & Development, Community engagement, student support system and employability factors.

Activity successfully implemented based on the strategic plan Our institute in its student-centric approach always tries to create an ambience and support system which is helpful for the holistic development of the students. As a part of this process, the following activity has been successfully implemented:

The idea is to enhance the employability of the students (i) immediately after graduation (ii) after going through higher studies (iii) by building Entrepreneurship as a career. All these are implemented through the established effective mentorship which has been implemented with the support from all the members of the institute and is running successfully. The entire process is supervised and monitored by The Head of the institute in coordination with the HOD's. A faculty mentor is assigned a small group of 15 to 20 students to keep in touch with his/her mentees regularly to provide necessary support in all possible ways.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.sittechno.org/strategic-plan.html
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Governing body

The governing body is responsible for the entire policy-making and verifying the reports through various correspondences. Statutory bodies such as IQAC, Anti-ragging Cell etc., as per the university/government guidelines are also included in the organizational structure of the institution. Various bodies

serve academic as well as administrative support to the institution.

Academic Support Bodies

- Institute Academic Council
- Examination Committee
- Library Committee:
- Research & Development Committee:
- Training and Placement Committee
- Student Mentorship Program:
- Clubs and Societies:

Administrative Support Bodies

- Governing Body
- Finance Committee
- Admission Committee
- Grievance Redressal Committee
- Anti-Ragging Committee and Anti-Ragging Squad
- Internal Quality Assurance Cell (IQAC):
- Alumni Association
- Women's Grievance Redressal Committee

Service rules and procedures

The institution strictly follows the service rules according to the AICTE/UGC norms. It has been uploaded to the website too. The teaching and non-teaching faculty have the benefits of EPF and Casual/Annual/ Medical/Maternity/Compensatory Leaves.

Grievance redressal mechanism:

The purpose is to provide an avenue for the staff/students to redress their grievances to maintain an academic-friendly ambience among students, staff and management in the Institute and to comply with the AICTE Regulations to provide for the establishment of Grievance Redressal Committee in each Institute approved by AICTE. There is a Women Grievance Redressal Committee for Women/ Girl/Staff and Student.

File Description	Documents
Paste link for additional information	https://www.sittechno.org/criteria-6-2-2-aqar-23-24-support-links.html
Link to Organogram of the Institution webpage	https://sittechno.org/organogram-chart.html
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**D. Any 1 of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The following welfare schemes are available for teaching and nonteaching staff

1. The Institute provides various leaves to facilitate all its employees.

2. The employees are entitled to Dearness Allowance and House Rent Allowance, as per the policy of the college.

3. EPF facility

4. ESIC facility is provided to all its employees having Gross Salary less than or equal to Rs 21,000/- per month.

5. Transport facility to all the faculty and staff members

6. Free periodic medical check-ups

7. Canteen facility

8. Providing TA/lodging/registration fees for attending seminars/conferences/workshops etc.

9. Maternity leaves

10. Gymnasium and common room for students and staff

11. Playground and basketball court for students and staff

12. Guest house in the college campus

13. Free Wifi

14. Basketball Court

15. Badminton Court

16. Volleyball Court

17. Cricket & Football ground

18. Security staff 24 x 7

19. Medical Assistance

20. Career Advancement facilities such as PhD etc.

File Description	Documents
Paste link for additional information	https://www.sittechno.org/criteria-6-3-1-aqar-23-24-support-links.html
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the

year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	**No File Uploaded**

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	<u>View File</u>
Upload any additional information	<u>View File</u>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<u>View File</u>

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

60

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Regular Performance Appraisal of faculty and other staff members is an essential parameter for career and professional development; hence the institute has a robust Performance Appraisal System for teaching and non-teaching staff. Performance Review is conducted by the Appraisal Committee duly appointed by the Authority. The Performance Review Report is the Key Document for all Promotions, Salary adjustments and handling Performance related issues. Hence it is very essential to prepare the Performance Review Report each year.

Promotion will be carried out only for Regular Employees. Probationers, Temporary Employees and Contractual Employees will not be eligible for promotion. Acquiring eligible qualifications, Annual Performance review reports and experience will be considered during the promotion review, however, they do not establish the right to be promoted to a higher cadre. Depending upon available vacancies and other criteria, the candidate will be considered along with other eligible candidates who have applied for the position.

File Description	Documents
Paste link for additional information	https://www.sittechno.org/criteria-6-3-5-aqar-23-24-support-links.html
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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The Institute conducts both internal as well as external audits
for every financial year. An internal audit is conducted to
monitor & evaluate the financial process that is being followed
in the institute. It also conforms to the information and
compliance with policies.

The Institute follows the following financial process:

1. At the beginning of the financial year, the HOI submits a
proposed budget received from all the departments under the
specified head of accounts.

2. The consolidated budget is thereafter submitted for approval
by the BOG.

3. All the expenditures are monitored by the Accounts Department
as per authorization of the Management and provision in the
approved budget.

As a regular practice and to maintain transparency the college
accounts are audited every financial year by internal as well as
external auditor(s).

Till date, no major audit objections have been recorded.

For better record-keeping and financial services, suggestions
received from the auditor(s) are considered and complied with.
Audit objections on any discrepancies are settled within the
specified time schedule under the directions of the Statutory
Auditors.
```

File Description	Documents
Paste link for additional information	https://www.sittechno.org/criteria-6-4-1-aqar-23-24-support-links.html
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	**No File Uploaded**

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The College being a private self-financed, and the main source of revenue generation is the tuition fees collected from the students as per the fee structure stipulated by the State Government. The institution has a mechanism in place to ensure sufficient budgetary provisions for academic and administrative activities and to monitor the effective, efficient and optimal use of financial resources.

The institution maintains a reserve corpus fund which is used as matching grants for developmental purposes.

Optimum utilization of funds is done for: -

- **Effective teaching-learning processes which include Induction Programmes, Workshops, different activities, training programmes, etc. that ensure quality education.**
- **Development and maintenance of infrastructure of the Institute**
- **Security, firefighting charges, AMC charges, etc.**
- **Enhancing library facilities like subscriptions to Books/ Journals/ Periodicals/ Magazines.**
- **Conducting student activities like technical competitions, cultural activities, literary events, seminars, workshops, placements, study notes and study material printing etc.**
- **Social service activities as part of social responsibilities through NSS and CSR.**

The financial statement, Income and Expenditure details are

available through the Profit and Loss Account, Balance Sheet andLedgers, and duly audited by Statutory Auditors.

File Description	Documents
Paste link for additional information	https://www.sittechno.org/criteria-6-4-3-aqar-23-24-support-links.html
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

1. MOOCs: The Massive Open Online Courses (MOOCs) for students have been introduced under the aegis of the affiliating University, where a B.Tech student will have the option to obtain a B.Tech Honours degree provided he/she acquires 20 additional credit points during the 4-year course only through online courses (MOOCs). This beyond syllabus co-curricular courses give students the necessary edge to supplement the curriculum as well as to develop additional skill sets for better employability by getting exposed to experts from Academia/ Industry. Presently this program is being successfully implemented through the NPTEL/Swayam platform as well as courses from Coursera, and Edex. Any suggestions or modifications in this regard are monitored by the IQAC.

2.The Mandatory Additional Requirement (MAR) has been introduced as an integral part of the curriculum by the University, under which a student has to obtain a minimum of 25 MAR activity points in each academic year. Keeping in view the holistic development of the students this program is rigorously followed where the students can harness their skills in diverse areas ranging from social activities, photography, and cultural activities up to entrepreneurship. Any suggestions or modifications in this regard are monitored by the IQAC.

File Description	Documents
Paste link for additional information	https://www.sittechno.org/criteria-6-5-1-aqar-23-24-support-links.html
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

1. CA BASED INTERNAL ASSESSMENT

One of the tactile strategies to boost the learning outcomes of the students is continuous assessment (CA). The IQAC lays special emphasis on the conduction of the CA-based Internal Assessment through questions strictly aligned with the COs. Similarly, there is a mechanism for continuous assessment for laboratory/practical papers where rubric-based evaluation of the students is done twice a semester and the marks are uploaded to the University portal.

2. DIGITAL (ICT) INITIATIVES

Conduct of online classes in the digital mode.

Conduct of MOOC courses through the NPTEL/SWAYAM platform for students and Faculty members since Siliguri Institute of Technology is a local chapter of NPTEL.

Faculty members are encouraged to take up additional classes in well-equipped classrooms with ICT-enabled facilities to improve the teaching-learning process.

File Description	Documents
Paste link for additional information	https://www.sittechno.org/criteria-6-5-2-aqar-23-24-support-links.html
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**D. Any 1 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	https://www.sittechno.org/additional-information-resources.html
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institution strongly emphasises fostering a healthy and inclusive environment for students and employees while actively promoting gender sensitization. Upholding high ethical standards and ideals, the institution ensures equity and fairness, building trust and credibility with the community and stakeholders. The institution is committed to eliminating discrimination based on gender, caste, race, religion, language, physical structure, or any other element that violates human rights standards. A transparent mechanism is in place to address issues related to sexual harassment, ragging, and other grievances, demonstrating the institution's dedication to a zero-tolerance policy. Committees such as the Women Grievances Committee, Grievance Redressal Committee, Anti-Ragging Committee/Squad, and Internal Complaints Committee play pivotal roles in raising awareness and enforcing policies. To further support gender equity, the institution organizes annual programs that include awareness campaigns, workshops, and seminars on gender equity and attitudes. The institution also celebrates International Women's Day and conducts self-defence training sessions to empower female students.

File Description	Documents
Annual gender sensitization action plan	https://www.sittechno.org/criteria-7-1-1-aqar-23-24-support-links.html
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.sittechno.org/criteria-7-1-1-aqar-23-24-support-links.html

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Our institute is committed to maintaining an environmentally green campus through an efficient waste management system. The process encompasses:

- Solid Waste Management
- Liquid Waste Management
- E-Waste Management

We follow a recycling policy as a key component of our waste management strategy. Tree plantation drives contribute significantly to achieving carbon neutrality. The institute actively promotes energy conservation and efficiency among staff and students by encouraging practices such as turning off electrical appliances when not in use, emphasizing the principle that "energy saved is energy generated."

Solid and Liquid Waste Management

Dustbins of different colours are strategically placed across the campus to facilitate waste segregation. A dedicated cleaning staff manages all waste, ensuring proper disposal. Biodegradable waste is composted by burying it in the soil, producing fertilizer for campus greenery. The entire process is closely monitored for effectiveness and sustainability.

E-Waste Management

Electronic equipment, such as computers and peripherals, is regularly maintained to extend usability and minimize waste. Non-functional electronic components are responsibly handed over to certified vendors for disposal. Efforts are made to recycle valuable materials from obsolete setups for future use. Additionally, printer cartridges are refilled and reused, contributing to the reduction of e-waste.

Our institute strives to create a sustainable and environmentally responsible campus through these initiatives.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	https://www.sittechno.org/criteria-7-1-3-aqar-23-24-support-links.html
Any other relevant information	[View File](#)

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants**	**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	[View File](#)

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive	**B. Any 3 of the above**

technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment   5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Our institute takes several initiatives to promote and sustain an inclusive environment by organizing various events throughout the year to encourage tolerance and harmony across cultural, regional, socioeconomic, and other diversities. Policies are framed with regional concerns in mind, and holidays and vacations are planned to honour regional occasions. National events such as Independence Day and Republic Day are celebrated with enthusiasm, featuring motivational speeches and performances.

An induction program for new students is conducted to introduce them to the institute's culture and values, fostering unity and mutual respect. Special days such as Women's Day, National Yoga Day, Teachers' Day, Engineers' Day, National Science Day, and World Environment Day are commemorated to instil awareness and appreciation for various causes.

The institute's NSS Unit plays a pivotal role in promoting social responsibility, organizing activities to help students engage with the community and address societal needs. Regular sports events, including cricket, football, badminton, chess, and more, are held to encourage teamwork and camaraderie among

students. Through these diverse initiatives, the institute strives to nurture a culture of inclusivity, respect, and unity.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institute commemorates Republic Day and Independence Day with great enthusiasm by hoisting the Indian national flag and singing the National Anthem. These celebrations witness active participation from students, faculty, and staff. The head of the institute addresses the gathering, highlighting the importance and relevance of these national occasions.

To foster awareness and civic responsibility, students are educated about the Indian Constitution and their rights through a dedicated course. The institute also celebrates International Women's Day and organizes initiatives such as a cloth donation drive to promote social welfare.

Key events like Engineer's Day, National Science Day, and Teachers' Day are observed to honour professionals and educators, fostering a spirit of learning and innovation. Health checkup camps are organized in collaboration with health centres to ensure the well-being of students and staff.

International Yoga Day is celebrated on campus to encourage the practice of yoga and meditation, promoting physical and mental well-being among students, faculty, and staff. Through these diverse activities, the institute cultivates a sense of patriotism, social responsibility, and holistic health within its community.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institute proudly commemorates Republic Day, Independence Day, and the birth anniversaries of prominent figures, fostering a spirit of unity and national integrity. Students, faculty, and staff come together to celebrate these occasions, transcending barriers of caste, religion, and other divides to contribute to a better society. The programs are thoughtfully designed to inspire and enrich young minds, emphasizing the significance of unity and the strength of national values.

Every year, the institute organizes a diverse range of events to raise awareness about the importance of cultural and national integration. The programs include:

- Republic Day Celebrations
- Independence Day Celebrations
- International Day of Yoga
- Blood Donation Camps
- Swachh Bharat Campaign
- Engineer's Day Celebrations
- Rakhi Festivities
- Netaji Subhas Chandra Bose's Birthday Celebration
- Saraswati PujaCelebrations
- Teachers' Day Celebrations
- Vishwakarma PujaCelebrations
- Pre-Diwali Lamp Lighting Ceremony
- Rabindranath Tagore's Birthday Celebration

These events not only celebrate heritage and traditions but also instil a sense of responsibility, unity, and patriotism among all members of the institute's community.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice 1: Outcome-Based Education (OBE)

Objectives of the Practice: The Outcome-Based Education (OBE) practice is aimed at fostering holistic development among students by helping them:

- Develop the ability to formulate ideas and evaluate concepts critically.
- Acquire the skills to operate, perform, and act

   effectively in various scenarios.
- Gain practical experience and learn to perform competently in diverse settings.
- Embrace ethical and societal values, instilling a sense of responsibility guided by professional principles.

OBE ensures that the teaching-learning process is aligned with clearly defined outcomes, preparing students for intellectual growth, practical application, and societal contribution.

Best Practice 2: Employability Enhancement Drive

Objectives of the Practice: The Employability Enhancement Drive is designed to equip students with the necessary skills for entering the workforce and achieving professional success. The primary goals include:

- Building the ability of students to meet industry requirements.
- Providing comprehensive training in technical skills, aptitude, and soft skills.
- Enhancing readiness for professional challenges post-graduation.

Through structured programs, workshops, and skill-building initiatives, the institute ensures students are well-prepared for placements and career advancement, fostering a strong foundation for their professional journey.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Siliguri Institute of Technology (SIT) has cultivated a culture that emphasizes not only technical excellence but also societal responsibility, aligning with the institute's mission and vision. Established in 1999 in a relatively rural region, SIT has grown into a prestigious engineering institution, attracting students from North Bengal, parts of South Bengal, Assam, Bihar, and Jharkhand. Over the years, the institute has produced

graduates who have achieved notable success both nationally and internationally.

As an affiliated institution of Maulana Abul Kalam Azad University of Technology, SIT adheres to the university's curriculum while prioritizing outcome-based education. The institute adopts a student-centered approach to teaching and learning, emphasizing experiential learning, active participation, collaboration, personal growth, and the application of complexproblem-solving methodologies. These principles are integrated at every level, from programs and courses to individual lessons.

To support students holistically, SIT employs a Mentor-Mentee system, providing personalized guidance to address academic and personal challenges. This comprehensive approach ensures that students are not only equipped with technical expertise but also develop the skills and awareness needed to contribute meaningfully to society.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	[View File](#)

7.3.2 - Plan of action for the next academic year

* Extensive implementation of outcome based learning in classroom

* Essential skills identification for practical and sessional courses.

* Conducting faculty developement program (FDP) on outcome based learning and appropriate ICT based paedagogy.

* Conducting FDP on emerging technologies for teaching learning.

* Conducting Internal Academic Administrative Audit

* Collecting and implementing Industry/ Expert inputs for references to appropriate learning outcome , case study and unsolved problems.