

### INTERNAL COMPLAINT COMMITTEE EVEN SEMESTER REPORT FOR THE YEAR 2020-21

Number of complaints of sexual harassment: NIL

Number of cases disposed off: NIL

Number of cases pending: NIL

Nature of action taken: N/A

Chairperson

### Internal Complaint Committee

Siliguri Institute of Technology



### ACTION TAKEN REPORT

Committee Name: Internal Complaint Committee

REF. NO.: (SIT/ICC/2020-21/02)

Meeting Date: 24.2.21; Meeting Time: 11 AM; Meeting Venue: Virtual mode; Meeting Facilitator: Conveners

Minutes Issued By: Conveners

| SL.<br>NO. | AGENDA  | RESOLUTION                                 | ACTION TAKEN    |
|------------|---|--|-----------------|
| 1          | Status Report up to current month                       | To be prepared by Shrabani<br>Paul         | Prepared by her |
| 2          | Proposal for holding awareness camp                     | Needs to deferred due to pandemic          | Deferred        |
| _3         | Any other issue<br>deemed important<br>by the committee | No resolution taken as no complaints filed | N/A             |

Adha Kan (Das) Shurren du 5/8/21

Name of the Coordinator & Convener

Full Signature with Date

## Signature Roll of the Meeting

Committee Name:

REF. NO.: (SIT/ICC/2020-21/01)

Meeting Date: 24.2.21; Meeting Time: 11 AM; Meeting Venue: Virtual mode; Meeting Facilitator: Conveners

| SL.<br>NO. | NAME OF THE MEMBER<br>(as per committee list) | POSITION IN<br>THE<br>COMMITTEE | MEMBER<br>DESIGNATION | FULL SIGNATURE WITH DATE |
|------------|---|---------------------------------|-----------------------|--------------------------|
| 1.         | Dr. Banani Das Adhikary                       | Convener                        | Associate Professor   | Visted to due NO Cip.    |
| 2          | Dr. Shuvendu Dey                              | Convener                        | Asst Professor        | 1                        |
| 3          | Shrabani Paul                                 | Member                          | Asst Professor        | 41                       |
| 4          | Sharmistha Mandal                             | Member                          | Asst Professor        | 21                       |
| 5          | Sucharita Das                                 | Member                          | Asst Professor        |                          |
| 6          | Sujit Chatterjee                              | Member                          | HR Manager            | E.                       |
| 7          | Pinaki Sarkar                                 | Member                          | Librarian             | 17                       |

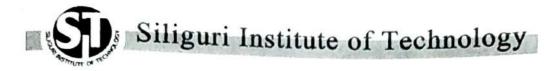
Note: Mark as "ABSENT" in case absence of any member/s in the last column.

Banani Adhikan (Dar) 24.2.21

Coordinator & Convener Full Signature with date:

.....

Sherronder 24.44



Committee Name: Internal Complaint Committee

REF. NO .: (SIT/ICC/2020-21/02)

Meeting Date: 24.2.21; Meeting Time: 11 AM; Meeting Venue: Virtual mode; Meeting Facilitator:

Conveners

Minutes Issued By: Conveners

Meeting Purpose/Agendas:

- 1. Status Report up to current month
- 2. Proposal for holding awareness camp
- 3. Any other issue deemed important by the committee members
- Member Present: Shrabani Paul, Sarmistha Mandal, Sucharita Das, Sujit Chatterjee, I. Pinaki Sarkar
- Member Absent: Nil II.
- III. Approval of last Minutes of the Meeting (MoM): Approved
- Review of Action Taken Report on the last MoM: Review done IV.
- Key Discussion Points on present agendas (Items/Knowledge Shared): V. 1. Complaints
  - 2. Awareness camp
- Final Decision Made (What, Why, Impacts): VI.
  - 1. It was found that till date no complaint has been lodged by any faculty/staff members/students
  - 2. The proposal for holding the awareness camp was discussed as it was still pending due to pandemic situation. It was decided that the same would be held when the situation normalizes.
- Miscellaneous Items (if any): Nil VII.
- Next Steps: (Task, Assigned to, Checkpoint Date): Status Report and Action Taken VIII. report to be prepared by Shrabani Paul by 01.3.2021

Banami Adhikan (Da) y Sherrerohn 26/2/4

Coordinator & Convener Full Signature with date:



### **Notice-Call for Meeting**

Committee Name: **Internal Complaint Committee** 

REF. NO .: (SIT/ICC/2020-21/02)

Meeting Date: 24.2.21; Meeting Time: 11 AM; Meeting Venue: Virtual mode;

Subject: Notice

Address to: Chairperson, Conveners, Members

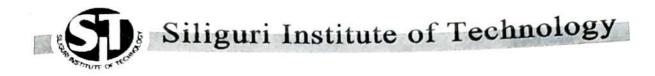
Copy to: Director, SIT

Meeting Agendas:

timunt

- 1. Status Report up to current month
- 2. Proposal for holding awareness camp
- 3. Any other issue deemed important by the committee members

Banan Adhi Kan (Da) 2.21 Sherrench L Convener Full Signature with date:



### INTERNAL COMPLAINT COMMITTEE ODD SEMESTER REPORT FOR THE YEAR 2020-21

Number of complaints of sexual harassment: NIL

Number of cases disposed off: NIL

Number of cases pending: NIL

Nature of action taken: N/A

Chairperson

Internal Complaint Committee

### ACTION TAKEN REPORT

Committee Name: Internal Complaint Committee REF. NO.: (SIT/ICC/2020-21/01) Meeting Date: 16.7.20; Meeting Time: 11 AM; Meeting Venue: Virtual mode; Meeting Facilitator: Conveners

Minutes Issued By: Conveners

| SL.<br>NO. | AGENDA   | RESOLUTION                                 | ACTION TAKEN    |
|------------|--|--|-----------------|
| 1          | Status Report up to<br>current month                               | To be prepared by Pinaki<br>Sarkar         | Prepared by him |
| 2          | Any other issue<br>deemed important<br>by the committee<br>members | No resolution taken as no complaints filed | N/A             |

Name of the Coordinator & Convener 23: 7.00

Kunande

Full Signature with Date



# Signature Roll of the Meeting

Committee Name: Internal Complaint Committee

REF. NO.: (SIT/ICC/2020-21/01)

Meeting Date: 16.7.20; Meeting Time: 11 AM; Meeting Venue: Virtual mode; Meeting Facilitator:

| SL.<br>NO. | NAME OF THE MEMBER<br>(as per committee list) | POSITION IN<br>THE<br>COMMITTEE | MEMBER<br>DESIGNATION | FULL SIGNATURE WITH DATE |  |  |
|------------|---|---------------------------------|-----------------------|--------------------------|--|--|
| 1.         | Dr. Banani Das Adhikary                       | Convener                        | Associate Professor   | in ined acco             |  |  |
| 2 2        | Dr. Shuvendu Dey                              | Convener                        |                       | Virtuel riske an agi     |  |  |
| 3          | Shrabani Paul                                 | Gonvener                        | Asst Professor        | 7.3                      |  |  |
| 3          |   | Member                          | Asst Professor        | 2.2                      |  |  |
| 4          | Sharmistha Mandal                             | Member                          | Asst Professor        |                          |  |  |
| 5          | Sucharita Das                                 | Member                          | Asst Professor        | 10                       |  |  |
| 6          | Sujit Chatterjee                              | Member                          | HR Manager            | 37                       |  |  |
| 7          | Pinaki Sarkar                                 | Member                          | Librarian             |                          |  |  |

Note: Mark as "ABSENT" in case absence of any member/s in the last column.

Banani Adhikani (Das) Sherend Of 16-7-20 Sherend Of

Coordinator & Convener Full Signature with date:

.....



Committee Name: Internal Complaint Committee

REF. NO.: (SIT/ICC/2020-21/01)

Meeting Date: 16.7.20; Meeting Time: 11 AM; Meeting Venue: Virtual mode; Meeting Facilitator:

Minutes Issued By: Conveners

Meeting Purpose/Agendas:

- 1. Status Report up to current month
- 2. Any other issue deemed important by the committee members
- Member Present: Shrabani Paul, Sarmistha Mandal, Sucharita Das, Sujit Chatterjee, I.
- Member Absent: Nil II.
- Approval of last Minutes of the Meeting (MoM): Approved III.
- Review of Action Taken Report on the last MoM: Review done IV.
- Key Discussion Points on present agendas (Items/Knowledge Shared): v.
  - 1. Complaints
  - 2. Awareness camp
- VI. Final Decision Made (What, Why, Impacts):
  - 1. Awareness camp to be organized only when students come to the college regularly
  - 2. Members expressed satisfaction as no complaints were registered with the committee
- VII. Miscellaneous Items (if any): Nil
- VIII. Next Steps: (Task, Assigned to, Checkpoint Date): Status Report and Action Taken report to be prepared by Pinaki Sarker by 22.7.2020

Banani Adhikan (Day) v Shurandu 100

Coordinator & Convener Full Signature with date:

### SILIGURI INSTITUTE OF TECHNOLOGY

### CIRCULAR

Ref. No- Admin/2020/01/38. Date: 05/03/2020

This is to inform all concerned that a revised Internal Complain Committee has been formed with the following members. The roles and responsibilities will be unchanged.

Chairperson

Director-SIT

Convener

Dr. Banani Adhikari Das Dr. Subhendu Dey

Members

Ms. Shrabani Pal Ms. Sharmistha Mandal Ms. Sucharita Das Mr. Sujit Chatterjee Mr. Pinaki Sarkar

05/03/20 Director

Siliguri Institute of Technology

Siliguri Institute of Technology

Cc to: All Concerned

### NOTICE

## Ref. no. SIT/PO/NOTICE-2020-21/225

#### Date: 20.10.2020

This is to inform all concerned that **GRIEVANCE REDRESSAL COMMITTEE** has been constituted with effect from 01.11.2020 to resolve issues related to student's problems, grievances from employees and develop a responsive and accountable attitude among the all stakeholders in order to maintain a harmonious educational atmosphere in Institute. The following will be the constitution and guidelines of the Committee.

### Preamble:

The All India Council for Technical Education (AICTE) has made it mandatory for all its affiliated institutions to put grievance redressal mechanisms in place so that "each institute is able to receive and dispose of grievance online."

Grievance Redressal cell deals with all types of grievances, complaints and malpractices including those received from Students, Faculty and other Stake holders.

#### **Objective:**

The principle objective of grievance redressal cell is to provide a platform where all the stakeholders can express their difficulties and concerns independently and freely. Stake holder is having full right to register his/ her complaint, if he/ she is not satisfied with academic and administrative activities of the institution including complaints of ragging, complaints of violation of norms and standards.

The Grievance Cell enables a student/ employee to express feelings by initiating and pursuing the grievance procedure in accordance with the rules and regulations of the institute. The Grievance Cell of SIT desires to promote and maintain a conductive and harmonious educational environment.

#### Scope:3

The GRC deals with Grievances received in writing from students about any of the following matters:

- (1) Academic matters: Related to timely use of duplicate mark sheet (DMC), transfer certificate, conduct certificate and other examination related matters.
- (2) Financial matters: Related to dues and payments for various items from fee clerk, library, etc.
- (3) Library matters: Issue and return of books, syllabus, photocopy and university question papers.
- (4) Other matters: Related to certain misgivings about conditions of sanitations, preparation of food in Canteen, availability of transport, victimization by teachers etc.





### Members:

| Members Name                      | <b>Designation by Profession</b> | Position in Committee |
|-----------------------------------|----------------------------------|-----------------------|
| Ms. Ruparna Dutta                 | B.Tech ECE                       | Jt Convener           |
| Mr. Pritam Sharma                 | B.Tech IT                        | Jt Convener           |
| Mr. Bikram Ghosh                  | B.Tech CSE                       | Member                |
| Ms. Riya Sarkar                   | MBA                              | Member                |
| Ms. Pritam Das                    | B.Tech EE                        | Member                |
| Ms. Pritain Das<br>Mr. Asif Iqbal | B.Tech CE                        | Member                |

|                    | LOYEE GRIEVANCE REDRESSAL CELI<br>Designation by Profession | Position in Committee |  |
|--------------------|---|-----------------------|--|
| Members Name       | Assistant Professor, ECE                                    | Jt Coordinator        |  |
| Dr. Manas Saha     | Assistant Professor, MBA                                    | Jt Coordinator        |  |
| Mr. Debayan Nandi  | Assistant Professor, MBA                                    | Member                |  |
| Ms Santana Guha    |   | Member                |  |
| Ms. Aditi Sengupta | Assistant Professor, ECE                                    | Member                |  |
| Ms. Banhisikha Das | Assistant Professor, CE                                     |                       |  |

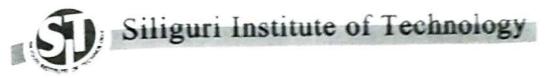
Note: As per All India Council for Technical Education (Redressal of Grievance of Students) Regulations, 2 0 19-reg. and also as per the Section 10(k) of the All India Council for Technical Education Act, 1987.

Terms of Members: Two years for nominated members.

Meetings: At least two times in every semester and as & when necessary.

### **Role and Responsibility:**

- (1) To develop an organizational framework to resolve Grievances of Students and other stakeholders.
- (2) To provide the students access to immediate, hassle free recourse to have their Grievances
- (3) To enlighten the students on their duties and responsibilities to access benefits due under the
- (4) To establish structured interactions with students to elicit information on their expectations. (5) To identify systemic flaws in the design and administration of various general insurance products
- (6) To institute a monitoring mechanism to oversee the functioning of the Grievance Redressal Policy.
- (7) Encouraging the Students to express their grievances / problems freely and frankly, without any fear
- (8) Suggestion / complaint Box is already installed outside the Chamber of the Principal in the Administrative Block in which the Students, who want to remain anonymous, put in writing their



grevances and their suggestions for improving the Academics / Administration in the Gallege, Aust they can ascertain their complaints in the institute website.

(a) The cases will be attended promptly on receipt of written grievances from the students employees. (1) The cell formally will review all cases and will prepare statistical reports about the number of cases received and maintain all necessary documents.

(11) The cell will give report to the HOI through Coordinator - Student Affairs about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

procedure for lodging complaint:

- (.) The students may feel free to put up a grievance in the website /writing and drop in the Grievance
  - Box or handover to the Coordinator of the Cell. ; The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit. provided by the cell.
- Standard operating procedure (SOP):

Any student or parents or staff member wants to initiate a grievance may in the first instance bring the issue to the notice of the Head of the respective department, who will address the issue and try to resolve it within 7 working days of the receipt of the grievance. If, there is no response within the scipulated time from the respective department or grievant is dissatisfied with response/resolution to his/her grievance, then the gievant is free to represent his/her grievance to the Institute Grievance Redressal Cell. If, the grievance is against the respective Head of department, then the grievant may directly submit his, ber grievance through the website /writing or submit in person in a sealed envelope to the Coordinator of Grievance Redressal Cell.

Gievance Redressal Cell shall coordinate, monitor and ensure redressal within the stipulated time. Depending up on the seriousness of grievance the Grievance Redressal Cell will follow them up regularly till their final disposal by way of reminders.

Grievance Redressal Committee will make a thorough review of the redressal process. In case the committee Scrutiny: feels satisfied with the resolution provided by the respective department/individual, then it will intimate the Name to the grievant. Once the grievant indicates acceptance of the resolution at this level, then the matter is deemed closed.

Gall for a grievance Redressal Committee is not satisfied with the resolution provided by the respective If the respective department/individual or upon the Grievant's written request, the committee shall fix a date for hearing, and department to the respective department to the department the same to the respective department/individual as well as the grievant via e-mail. If, at the conclusion of the hearing, the committee feels that additional information, testimony is necessary to make a decision, it may request that the parties submit such additional information. In this event, the hearing will remain open until receipt of the requested documents(s).

If a resolution is not achieved through hearing, then it will take necessary steps to conduct an investigation (fair and impartial investigation) of the facts giving rise to the grievance as it determines necessary to reach a conclusion on the merits of the grievance application. Grievance Redressal Committee will have the right to interview witnesses, if, it determines necessary and/or helpful to the investigation including those recommended by a party to the grievance.

### Final decision:

After the hearing or investigation the Grievance Redressal Committee shall use its best efforts to work out a resolution of the issues involved with the parties named in the grievance application and pass the resolution to the HOI indicating the reasons for such resolution, as may be deemed fit.

### Communicating the decision:

Upon completion of proceedings, the Grievance Redressal Committee shall communicate the final decision to both parties via email, which shall be binding on both the parties.

#### Closure of complaint:

The complaint shall be considered as disposed off and closed when:

- the grievant has indicated the acceptance of the resolution;
- 2. the grievant has not responded within four weeks from the date of receipt of information on

The proceeding concerning each grievance will be recorded in a systematic manner. The information relating to the proceedings shall be treated as confidential and can be viewed only by the members of Grievance Redressal Committee, for the purpose of investigation.

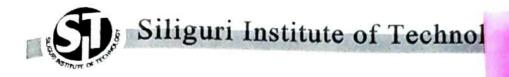
# Nodus operandi:

- 1. The Committee/Cell/Council will be reporting to Coordinator Student Affairs as SPOC w.r.t. the office order (Ref. No. SIT/PO/2020-21/141 dated 19.08.2020) to discuss and resolve issues of committee & inter-disciplinary nature on regular basis.
- 2. The Coordinator Student Affairs will report to HOI with all required details.
- 3. The HOI may call the individual committee for meeting as and when deemed fit by the same.

20,10.2020

Dr. Pradosh Kumar Advaryyu Director

C: Director, Administrator, All HoDs/In-charges, Co-ordinator IQAC, TPO, Librarian, System Admin



### **ACTION TAKEN REPORT**

Committee Name: Grievance Redressal Committee REF. NO.: SIT/GRC/2020-21 /01 Meeting Date: 23/11/2020 Meeting Time: 4.30 PM onwards Meeting Venue: Google Meet (https://meet.google.com/hzb-phcp-txa)

Minutes Issued By: Jt. Coordinator

| SL. AGENDA       | RESOLUTION   | ACTION TAKEN  |
|------------------|--|---|
| Online class pro | blem<br>work<br>departments to arrange for<br>uploading of recorded<br>lectures especially for the<br>subjects having conceptual | lecture links in the online<br>classrooms. Message received from<br>the HODs that most classroom<br>already are having good number of |

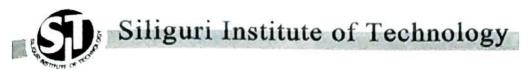
Dr. Manas Saha 🔍 ban Debay 11/2020 Debayan Nandi

27.11.20

27.11.20

Name of the Coordinator & Convener

Full Signature with Date



Committee Name:Grievance Redressal CommitteeREF. NO.: SIT/GRC/2020-21 /01Meeting Date: 23/11/2020Meeting Time: 4.30 PM onwardsMeeting Venue: Google Meet (https://meet.google.com/hzb-phcp-txa)Meeting Facilitator: Mr. D. NandiMinutes Issued By: Jt. Coordinators1.Meeting Purpose/Agendas: To discuss the courses of action of the committee2.To discuss Scope and modus operandi of the committee.

- I. Member Present: 09
- II. Member Absent: 02
- III. Approval of last Minutes of the Meeting (MoM): NA
- IV. Review of Action Taken Report on the last MoM: NA
- V. Key Discussion Points on present agendas (Items/Knowledge Shared):

Mr. D. Nandi welcomed all the new members of these committees. Explained the roles and responsibilities of the members, modus operand, procedure for lodging complaint, standard operating procedure, monitoring, scrutiny, call for hearing, investigation, final decision, Communicating the decision, closure of complaint etc. to all.

The members present in the house informed that a good number of students are unable to attend the online classes due to network issues.

- VI. **Final Decision Made (**What, Why, Impacts**):** The issue raised by the student cell members related to non availability of network during online classes were noted sympathetically. The house decided to request the head of the departments to arrange for uploading of recorded lectures especially for the subjects having conceptual content so that students missed the regular lectures can view that when they will get the network.
- VII. Miscellaneous Items (if any): Next Meeting Date : 17/02/2021 at around 3 PM
- VIII. Next Steps: (Task, Assigned to, Checkpoint Date) : Ms. Santana Guha by 25/11/2020

Coordinator & Convener Full Signature with date:



#### ACTION TAKEN REPORT

Committee Name: Grievance Redressal Committee REF. NO.: SIT/GRC/2021-22 /02 Meeting Date: 17.02.2021 Meeting Time: 2.30 PM onwards Meeting Venue: Google Meet (<u>https://meet.google.com/hzb-phcp-txa</u>) Subject: Review of the functioning of the GRC

Minutes Issued By: Jt. Coordinator

| SL.<br>NO. | AGENDA | RESOLUTION | FION ACTION TAK    |  |
|------------|--------|------------|--------------------|--|
|            |        |            | No grievance noted |  |

Dr. Manas Saha

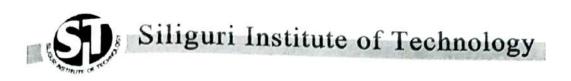
Debayan Nandi 17/2021

17.02.21

17.02.21

Name of the Coordinator & Convener

**Full Signature with Date** 



Committee Name: Grievance Redressal Committee REF. NO.: SIT/GRC/2021-22 /02 Meeting Date: 17.02.2021 Meeting Time: 2.30 PM onwards Meeting Venue: Google Meet (https://meet.google.com/hzb-phcp-txa) Subject: Review of the functioning of the GRC

Meeting Facilitator: Mr. D. Nandi Minutes Issued By: Jt. Coordinators

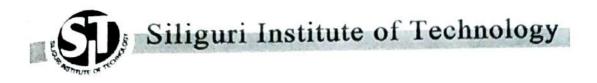
- 1. Meeting Purpose/Agendas: To discuss the courses of action of the committee
- 2. To discuss Scope and modus operandi of the committee.
- Member Present: 07 L
- Member Absent: 04 II.
- Approval of last Minutes of the Meeting (MoM): NA III.
- Review of Action Taken Report on the last MoM: NA IV.
- Key Discussion Points on present agendas (Items/Knowledge Shared): V.
  - Mr. D. Nandi once again explained the roles and responsibilities of the members, modus operand , procedure for lodging complaint, standard operating procedure, monitoring, scrutiny, call for hearing, Investigation, final decision, communicating the decision, closure of complaint etc. to all. The student members present in the house informed that they are highly interested to attend the physical classes as online classes are becoming monotonous for most of the students.
- Final Decision Made (What, Why, Impacts): The issue raised by the student cell members VI. related to monotonous online classes as students are missing the physical classes. But this forum is not in a position to take any decision in this regard.

Miscellaneous Items (if any): Next Meeting Date : 29/06/2021 at around 3 PM VII.

Next Steps: (Task, Assigned to, Checkpoint Date) : VIII.

Coordinator & Convener Full Signature with date: 2021





### ACTION TAKEN REPORT

Committee Name: Grievance Redressal Committee REF. NO.: SIT/GRC/2021-22 /03 Meeting Date: 29.06.2021 Meeting Time: 3.30 PM onwards Meeting Venue: Google Meet (<u>https://meet.google.com/hzb-phcp-txa</u>) Subject: Review of the functioning of the GRC

Minutes Issued By: Jt. Coordinator

| SL. | AGENDA  | RESOLUTION  | ACTION TAKEN   |
|-----|---|---|--|
| NO. | Ms. Riya Sarkar of MBA<br>Department mentioned that it<br>is becoming difficult for the<br>MBA students to undergo<br>Summer Internship program<br>in online mode as they are not<br>so proficient in MIS | The issue raised by the<br>student cell members related<br>to internship were addressed<br>to the T&P cell by Mr. D.          | T&P cell members assured<br>that they will speak to the<br>industry experts so that<br>training related to<br>functional areas<br>(specializations) can be<br>extended to the MBA<br>students. |
| 2   | Mr. Mr. Asif Iqbal of CE<br>department mentioned that<br>they are also finding it difficult<br>to pursue internship as most<br>companies are not accepting<br>their applications.                         | The issue raised by the<br>student cell members related<br>to internship were addressed<br>to the T&P cell by Mr. D.<br>Nandi | T&P cell members assured<br>that they are trying their<br>level best to arrange<br>internship for the students<br>in engineering.  |

Dr. Manas Saha

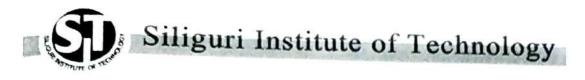
N

Delson tour 03/7/21

Debayan Nandi Name of the Coordinator & Convener 03.07.21

03.07.21

Full Signature with Date



Committee Name: **Grievance Redressal Committee** REF. NO .: SIT/GRC/2021-22 /03 Meeting Date: 29.06.2021 Meeting Time: 3.30 PM onwards Meeting Venue: Google Meet (https://meet.google.com/hzb-phcp-txa) Subject: Review of the functioning of the GRC

Meeting Facilitator: Mr. D. Nandi Minutes Issued By: Jt. Coordinators

- 1. To discuss the regular courses of action of the committee
- 2. To discuss the grievances noted by any member
- Member Present: 08 I.
- Member Absent: 03 II.
- Approval of last Minutes of the Meeting (MoM): NA III.
- Review of Action Taken Report on the last MoM: NA IV.
- Key Discussion Points on present agendas (Items/Knowledge Shared): V.

Mr. D. Nandi invited the students and faculty members to share if anyone has any grievance on any issues related to well being of institute life.

Student cell member Ms. Riya Sarkar of MBA Department mentioned that it is becoming difficult for the MBA students to undergo Summer Internship program in online mode as they are not so proficient in MIS.

Mr. Mr. Asif Iqbal of CE department mentioned that they are also finding it difficult to pursue internship as most companies are not accepting their applications.

- Final Decision Made (What, Why, Impacts): The issue raised by the student cell members related to internship will be addressed to the T&P cell so that some arrangements can be VI.
- Miscellaneous Items (if any): Next Meeting Date : 30/11/2021 at around 3 PM
- Next Steps: (Task, Assigned to, Checkpoint Date) : Mr. D.Nandi agreed to talk to T&P cell VII.

VIII. within a week.

Coordinator & Convener Full Signature with date: