



NOTICE

Ref. no. ADMIN/2020/03/100

Date: 24.09.2020

In pursuance of the National Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the **Internal Quality Assurance Cell (IQAC)** has been constituted with effect from **01.10.2020**.

Since quality enhancement is a continuous process, the IQAC will become a part of an institution's system and work towards realizing the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the performance of institutions. The IQAC will make a significant and meaningful contribution in the post-accreditation phase of the institution. The IQAC will channelize the efforts and measures of an institution towards academic excellence.

The following will be the constitution and guidelines of the Committee.

Members:

Members of Faculty:

- Dr. Manas Saha, Assistant Professor, ECE Department.
- Mrs. Srabani Pal, Assistant Professor, EE Department.
- Mr. Jayanta Bhusan Basu, Assistant Professor, EE Department.
- Mr. Anupam Mukherjee, Assistant Professor, CSE Department.
- Ms. Santana Guha, Assistant Professor, MBA Department.
- Mr. Mithun Roy, Assistant Professor, CSE Department.
- Mr. Asit Barman, Assistant Professor, IT Department.
- Mr. Mahadev Das, Assistant Professor, CE Department.

Management: Mr. Bhaskar Roy, Vice-President, Techno India Group.

Senior Administrative Officers:

- Mr. Joydeep Guha, Administrator, SIT.
- Mr. Rajeeb Chhetri, Coordinator, SFU-NSS, SIT.
- Mr. Pinaki Sarkar, Librarian, SIT.
- Mr. Arup Das, Controller of Examinations, SIT.
- Mr. Sudeep Das, Training and Placement Officer, SIT.
- Mr. Plabon Roy, Senior Project Manager, SIT.
- Mr. Kallol Dutta, Accounts Officer, SIT.

Nominee from:

Local Society: Mr. Milan Sarkar, Senior Advocate, Siliguri.

Students : Mr. Atul Krishna Gupta, 2nd Year, IT Department.

Ms. Nidhi Bharti, 1st Year, MBA Department.

Alumni : Ms. Debanjali Mitra.

Nominee From:

Employer : Mr. Arijit Kar, HR Executive, Globsyn AI Workspace.
Mr. Aveek Mukhopadhyay, Talent Acquisition, DXC Technologies.

Guardians : Mr. Alok Kumar Saha, Father of Anwasha Saha (3rd Year ECE).
Mr. Rakesh Kr. Tiwari Father of Sourav Tiwari (1st Year MBA).

Director, IQAC: Dr. Banani Adhikari (Das), Associate Professor, Department of Engineering Sciences and Humanities, SIT.

Terms of Members: Two years for nominated members.

Frequency of Meeting: At least twice in a semester and as & when necessary.

Goals:

1. To develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the Institute.
2. To promote measures for institutional functioning towards quality enhancement through incorporation of quality culture and inculcate the culture for best practices across the Institute.
3. Documentation of the various programmes/activities leading to quality improvement

Strategies:

IQAC shall evolve mechanisms and procedures for

1. Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
2. Ensuring quality of academic and research programmes
3. Optimization and integration of modern methods of teaching and learning

Objectives:

The main objectives of IQAC are:

1. To develop systematic strategies for continuous improvement of the academic and administrative performance of the institution to enhance and ensure the environment of transparent, accountable and credible culture of total quality.



2. To stimulate the methods for institutionalization and internationalization of best practices by proper coordination of various activities of documentation and communication through modern technologies.
3. To promote the methodology of effective teaching-learning of the programs through real time visualization with the ICT supported scholastic delivery system and implementation of the necessary remedies to reduce the curriculum gap.
4. To inculcate a creative and innovative ecosystem within the institution and to encourage social activities within the learners for their holistic development.
5. To become accredited by NAAC and NBA by 2021 - 22 to secure suitable position among the best institutions of this country.

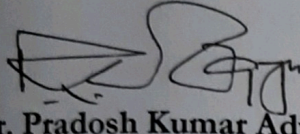
Roles and Responsibilities:

1. Development and application of quality benchmarks/parameters for the various academic and administrative activities of the Institute
2. Facilitating the creation of a learner-centric environment favorable for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
3. Dissemination of information on the various quality parameters of higher education
4. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
5. Acting as a nodal agency of the Institute for coordinating quality-related activities, including adoption and dissemination of best practices
6. Development of Quality Culture in the Institute
7. Arrangement for Faculty evaluation from students, parents and other stakeholders on quality-related institutional processes
8. Facilitate the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
9. Organize workshops, seminars on quality related themes and promotion of quality circles and its documentation
10. Development and maintenance of Institutional database through software platform.
11. Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of different accreditation bodies time to time.



Modus operandi:

1. The Committee will be reporting to Coordinator to discuss and resolve issues of committee & inter-disciplinary nature on regular basis.
2. The HOI may call the individual committee for meeting as and when deemed fit by the same.

 24/09/20

Dr. Pradosh Kumar Advaryyu
Director

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