

SILIGURI INSTITUTE OF TECHNOLOGY

CIRCULAR

Ref.No- Admin/2020/01/36

Date: 05/03/2020

This is to inform all concerned that for smooth conduction of Academic activities for AICTE courses an **Academic Committee** has been revised with the following members. The roles and responsibilities will be unchanged.

Chairperson

Director-SIT

Advisory Members

All Departmental Heads
Administrator

Coordinator

Dr. Jayanta Bhusan Basu

Jt. Coordinator

Mr. Mitul Ranjan Chakrabarty
Mr. Mithun Roy

Invitee Members

All mentors of the Departments
All Departmental coordinators
Officer-In-Charge, Examination
Dr. B. Adhikari Das
Dr. Samit Ghosh
Librarian
Officer-T &P



Director

Siliguri Institute of Technology

Cc to: All Concerned

SILIGURI INSTITUTE OF TECHNOLOGY

Ref.No. Admin/2020/01/41

Date: 05/03/2020

CIRCULAR

This is to inform all concerned that for smooth conduction of the Admission process in the Institute, an **Admission Committee** has been constituted.

Chairperson

Director

Advisory Members All Departmental Heads

Coordinator Administrator

Jt. Coordinators

Mr. Anindya Basu, TA

Mr. Somnath Banerjee, Admin

Members

Mr. Mithun Roy, Asstt. Prof.

Ms. Asit Barman, Asstt. Prof.

Mr. Pralay Roy, Asstt. Prof.

Mr. Sudeep Das, TPO

Mr. Bikiran Das, Asstt. Prof.

Mr. Rupam Dutta, Asst. Prof.

Mr. Subhamay Sarker, Asstt. Prof.

Ms. Sampa Das, Asstt. Prof.

Mr. Kaushik Chakraborty, Admin

Mr. Sanjit Jha, Admin

Mr. Sujoy Paul, Admin

Mr. Plabon Roy, Admin

Invitee Members

Mr. Rajeev Dutraj, Asstt. Prof.

Mr. Arup Das, Asstt. Prof.

Mr. Mahadeb Das, Asstt. Prof.

Mr. Hrishikesh Roy, Asstt. Prof.

Mr. Bikram Bhattacharya, TA

Mr. Dinesh Pandey, Admin

The committee will act as per following guidelines:

- To follow and maintain the rules/regulations/directives and procedures of the AICTE, UGC, MHRD and Govt. of West Bengal.
- To follow and maintain the guidelines of the University, DTE & other related regulatory bodies.
- To follow the admission counseling, tests, interviews at the institute level.
- Organize counseling and admission of students accordingly.
- To maintain the students data properly for onward transmission to the respective authority.


Director

CC to: All Concerned.

SILIGURI INSTITUTE OF TECHNOLOGY

CIRCULAR

Date: 7th August, 2019

This is to inform all concerned that an **Anti Ragging Committee** has been formed for the forthcoming academic session; the members of the committee are as follows. All members are requested to participate actively to prevent the act of Ragging within the Campus and Hostel premises of the Institute.

Chairperson: Director

It. Coordinator Mr. Rajeeb Chetri, Asst. Prof.
Mr. Subhajit Roy, Asstt. Prof.

Members Faculty Representatives

Ms. Sampa Das, Asst. Prof
Ms. Krittibas Parai, Asstt. Prof.
Mr. Subhamay Sarker, Asstt. Prof.
Mr. Siraj Hossain, Asstt. Prof.
Ms. Swagata Nath, Asstt. Prof.

Member Non-Teaching Staff

Mr. Suhasish Ghosh, T & P Executive
Mr. Pinaki Sarkar, Librarian

Member Civil & Police Administration

Inspector-In-Charge, Pradhan Nagar Police Station, Siliguri

Member Local Media Mr. Sabyasachi Bhattacharjee, Journalist, Aajkal

Student Member Fresher

Ms. Falguni Sarkar, B.Tech-CSE
Mr. Kamal Paul, Students of MBA

Student Member Senior

Mr. Suman Dutta, Student of B. Tech -EE
Mr. Balaram Bhagat, Student of MBA

Parents Representatives


Mr. Uday Ranjan Sarkar, Father of Ms. Falguni Sarkar
Mr. Kanak Paul, Father of Mr. Kamal Paul, Student of MBA

Advocate: Mr. Sudipta Sen

NGO Representative: Mr. Pinaki Biswas, Prajjak Development Society, Siliguri

Meetings: At least Two meetings in a semester in addition to emergency meeting.

This committee will be in force with immediate effect.


Dr. P. K. Adhvaryu
Director, SIT

07/08/19

CC: All Concerned.

SILIGURI INSTITUTE OF TECHNOLOGY

CIRCULAR

Ref. No - Admin/2020/01/39

Date: 05/03/2020

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

Chairperson	Director-SIT
Advisory Members	All Departmental Heads Administrator
Coordinator	Dr. Swapan Bhattacharyya Dr. Manas Saha
Members	Dr. Sushanta Kr. Saha Ms. Moumita Ghosh Ms. Gargi Bhattacharya Mr. Debaditya Kundu Mr. Rajen Koley


Director
Siliguri Institute of Technology

Cc to: All Concerned

SILIGURI INSTITUTE OF TECHNOLOGY

CIRCULAR

Ref. No. Admin/2020/01/31

Date: 05.03.2020

This is to inform all concerned that the Committee for NAAC has been formed for smooth completion of all the works related to NAAC. The formation of the committee is as follows:

Chairperson	Director-SIT
Advisory Members	Administrator All Heads of the Departments
Coordinator	Dr. Banani Adhikary (Das)
Jt. Coordinator	Mr. Mithun Roy Mr. Jayanta Bhusan Basu
Member	Mr. Mitul Ranjan Chakraborty Ms. Santana Guha Mr. Sudeep Das Mr. Plabon Roy Mr. Pinki Sarkar Mr. Sujit Chattrjee Mr. Kallol Dutta Mr. Kaushik Chakraborty Mr. Sanjit Jha

 05/03/2020

Director
Siliguri Institute of Technology

CC: All Concerned.

SILIGURI INSTITUTE OF TECHNOLOGY

CIRCULAR

Date: 05/03/2020

Ref.No - Admin/2020/01/30.

This is for the information of all concerned faculty members and staff that a **Revised Cultural Committee** has been formed. The Roles and Responsibilities of the committee remain unchanged.

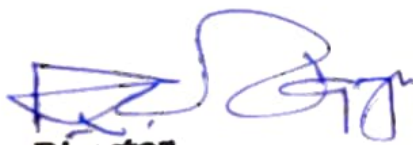
Chairperson: Director, SIT

Convener:

Mr. Rajeev Chhetri
Mrs. Shrabani Pal

Members:

Dr. Manjima Bhattacharya
Mr. Boni Majumder
Mr. Biswajit Saha
Mrs. Aditi Sengupta
Mr. Sannath Dutta
Mr. Debajyoti Guha
Mrs. Swagata Debnath
Mr. Satadal Chakraborty


Director
Siliguri Institute of Technology
05/03/2020

CC: All Concerned.

SILIGURI INSTITUTE OF TECHNOLOGY

CIRCULAR

Ref. NO - Admin/2020/01/35
Date: 05/03/2020

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

Chairperson

Director-SIT

Advisory Members

All Departmental Heads
Administrator

Coordinator

Dr. Swapan Bhattacharyya
Dr. Manas Saha

Members

Dr. Banani Adhikary (Das)
Officer Training & Placement
Mr. Pinaki Sarkar
Mr. Sujit Chatterjee


Director
Siliguri Institute of Technology

Cc to: All Concerned

SILIGURI INSTITUTE OF TECHNOLOGY

Date: 05.03.2020

CIRCULAR

This is to inform all concerned that for smooth operation of all the hostel activities a "Hostel Monitoring Committee" has been constituted. The committee will act as per following guidelines:

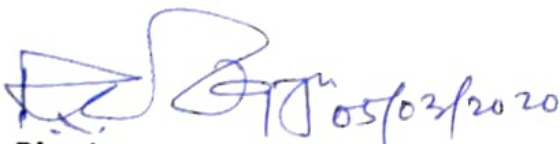
- ☛ To monitor all the activities of the students residing in the Hostels.
- ☛ To monitor and ensure the smooth operation of the hostels in consultation with the concerned persons.
- ☛ To look after that the students maintain the code of conduct of the hostels.
- ☛ To check the various registers maintained from time to time.
- ☛ To maintain overall ambiance of the hostels premises.
- ☛ To ensure proper maintenance of the rooms and hostels premises.
- ☛ To monitor and guide in smooth running of the Mess and maintaining the quality of the Food.
- ☛ Frequent visit to the hostel to solve the day to day problems of the students, if any.
- ☛ To submit report to the administration for solving the issues, if any.
- ☛ Any other matter which is in opinion of the committee for upheld the standard of the hostels.
- ☛ Implementation of Co-curricular and Extra-curricular activities in hostels.

Chairperson : Director

Advisory Members : Administrator
All Heads of the Departments

Coordinator : Dr. Susanta Kumar Saha, Asstt. Prof.

Members : Mrs. Sathi Ball, Asstt. Prof.
Mr. Saikat Singha, LA
Mr. Partha Pratim Ghosh, Admin
Mr. Bikram Bhattacharya, CE



Director
Siliguri Institute of Technology

Cc to : All Concerned.

SILIGURI INSTITUTE OF TECHNOLOGY

CIRCULAR

Date: 05.03.2020

This is for the information of all concerned faculty members and staff that a **Revised Industry-Institute partnership and Entrepreneurship Development Cell** has been formed. The Roles and Responsibilities of the committee remain unchanged.

Chairperson: Director, SIT

Advisory Members: All Departmental Heads

Coordinator : Dr Swapan Bhattacharya
Jt. Coordinator : Officer Training and Placement.


Director
Siliguri Institute of Technology

CC: All Concerned.

SILIGURI INSTITUTE OF TECHNOLOGY

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

CIRCULAR

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


Director
Siliguri Institute of Technology

Cc to: All Concerned

SILIGURI INSTITUTE OF TECHNOLOGY

CIRCULAR

Ref. No - Admin/2020/01/40
Date: 05/03/2020

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

Chairperson	Director-SIT
Advisory Members	All Departmental Heads Administrator
Coordinator	Dr. Swapan Bhattacharyya Dr. Manas Saha
Jt. Coordinator	Dr. Samit Ghosh Mr. Pinaki Sarkar
Members	Mr. Debojyoti Mishra Mr. Subrata De Mr. Mahadeb Das Mr. Asit Barman Ms. Swagatha Nath Mr. Subhajit Roy


Director
Siliguri Institute of Technology

Cc to: All Concerned

SILIGURI INSTITUTE OF TECHNOLOGY

Ref. No. Admin/RC/OA/52

CIRCULAR

Date: 05/03/2020

This is to inform all concerned that a revised Research and Development Committee has been formed with guidelines and members.

Guidelines –

- The development and enhancement of the institutional research activities.
- Motivate all faculties to pursue research in their respective areas of expertise.
- Consultancy activities related to R&D.
- Monitor the application of research funds to ensure that the funds are properly and formally accounted for.
- Look after the process or project plans from different funding agencies like AICTE UGC DST etc.
- Maintaining the proper data.

Chairperson

Director-SIT

Advisory Members

All Departmental Heads
Administrator

Coordinator

Dr Swapan Bhattacharyya

Jt. Coordinator

Dr. Banani Adhikari Das


Director
Siliguri Institute of Technology
05/03/20

Cc to: All Concerned

SILIGURI INSTITUTE OF TECHNOLOGY

SILIGURI INSTITUTE OF TECHNOLOGY

Ref. No. Admin/2020/01/42
Date: 05/08/2020

CIRCULAR

This is for the information of all concerned faculty members and staff that a **Revised Sports Committee** has been formed. The Roles and Responsibilities of the committee remain unchanged.


Chairperson: Director, SIT

Convener:

Mr. Pinaky Bhadury
Mr. Bikiran Das

Members:

Mr. Anup Dutta
Mr. Pankaj Paul
Mr. Debabrato Moitra
Dr. Samit Ghosh
Mr. Bikram Bhattacharya
Mr. Manu Ray
Mrs. Debarati Mitra
Mr. Ranjan Chhetri
Mr. Shankar Chhetri
Mr. Gobinda Sarkar
Mr. Hrishikesh Roy


Director
Siliguri Institute of Technology
05/08/2020

CC: All Concerned.

SILIGURI INSTITUTE OF TECHNOLOGY

CIRCULAR

Date: 05.03.2020

This is to inform all concerned that a revised Tech Management Fest Committee has been formed with the following guidelines and members.

Guidelines :

1. To organise technical festivals for the students and to encourage them to design, develop and display innovative projects.
2. To organise similar festivals for students of our SIT model schools and other reputed schools in Siliguri and adjacent areas with the objective to promoting the brand name of SIT among them.
3. Maintain appropriate data and records.

Chairperson

Director-SIT

Advisory Members

**All Departmental Heads
Administrator**

Conveners

**Dr. Susanta Kumar Saha, Asstt. Prof.
Dr. Chiranjit Sain, Asstt. Prof.**

Members

**Mr. Rajen Koley, Asstt. Prof.
Mrs. Aditi Sengupta, Asstt. Prof.
Mrs. Sathi Ball, Asstt. Prof.
Mr. Pinaki Bhadury, Asstt. Prof.
Mrs. R.P. Poddar, TA
Mrs. Lily Chandra Dey, TA
Mr. Debabrata Das, TA**


Director
Siliguri Institute of Technology
05/03/2020

Ccto: All Concerned

SILIGURI INSTITUTE OF TECHNOLOGY

P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009

CIRCULAR

Finance Committee (FC):

Sl No.	Name	Designation	Type
1.	Dr. J. Jhampati	Director	Chairman
2.	Mr. R C Roy	HOD (CE)	Member
3.	Mr. Alok Basu	HOD (CSE)	Member
4.	Mr. J B Basu	HOD(EE)	Member
5.	Mr. Joydeep Guha	Administrator	Member
6.	CA Debabrata Basu	Financial Advisor	Member
7.	Ms. Aparajita Roychoudhury	Executive- Accounts	Member
8.	Mr. Kallol Dutta	Sr- Office Assistant- Accounts	Convener


Terms of Members: The terms of the nominated members will be for a period of one year

Meetings: The committee will meet at least two times a year before the BoG meeting for recommending its resolutions to the BoG for consideration.

Functions:

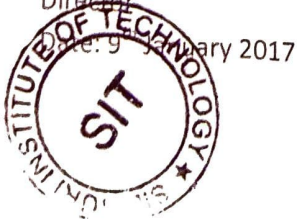
- Budget preparation & Finance Planning
- Budget allocation.
- Recommended the Budget to BoG for approval.
- Re-appropriation of funds of different Heads of the Budget with approval of the BoG
- Budget estimates relating to the fees and others sources collected for smooth operation of the college.
- Advise the BoG on any matter involving finance.
- Delegation of Financial Power: as per BoG minutes:

Sl No.	Position	Approval Power (Financial) in Rs. / Cash Expenditure authority (impressed cash) in Rs.
1.	Director/Principal	5 Lakhs (10 Thousand impressed cash)
2.	Dean of Academics	20 Thousand (5 Thousand impressed cash)
3.	Administrator	15 Thousand (2 Thousand impressed cash)
4.	HoD	15 Thousand (2 Thousand impressed cash)



Dr. J. Jhampati

Director




Director
Siliguri Institute of Technology