



## NOTICE

Ref. no. ADMIN/2020/03/91

Date: 24.09.2020

This is to inform all concerned that **ANTI - RAGGING SQUAD** has been constituted with effect from 01.10.2020 to check the menace of ragging in the Institute in coordination with the Anti - Ragging Committee. The following will be the constitution and guidelines of the committee.

### Members:

**Chairperson:** Director

**Jt. Coordinator** Mr. Arup Das, Asst. Prof.  
Mr. Hrishikesh Roy, Asst. Prof.

### Members Faculty Representatives

Dr. Debabrata Moitra, Asst. Prof. Mr. Somnath  
Dutta, Asst. Prof. Mr. Kritibas Parai, Asst. Prof.  
Ms. Jayati Routh, Asst. Prof.  
Mr. Subrata De, Asst. Prof.  
Mr. Bikram Bhattacharyya, Lab Asst.

### Member Non-Teaching Staff

Mr. Somnath Banerjee, Sr. Executive, Operations & Admin  
Mr. Ranjan Chhetri, Jr. Executive, T & P Cell

### Member Civil & Police Administration

OIC, Pradhan Nagar Police Station, Siliguri

### Member Local Media

Mr. Girish Majumder, Journalist, Aajkal

### Student Member Fresher:

Jubaraj Chowdhury, IT Dept., 1<sup>st</sup> Year, SIT  
Sourish Kanti Koner, MBA Dept., 1<sup>st</sup> Year, SIT

### Student Member Senior:

Deep Dhar, CSE Dept., 3<sup>rd</sup> Year, SIT  
Sitangshu Chatterjee, MBA Dept., 2<sup>nd</sup> Year, SIT

### Parents Representatives:

Mr. Jatan Chowdhury, Father of Jubaraj Chowdhury  
Mr. Mukul Kanti Koner, Father of Sourish Kanti Koner

**Advocate:**

Mr. Milan Sarkar

**NGO Representative:**

Mr. Vivek Agarwal, Board Member, Lions' Club of Siliguri, Uttorayon Sentinel, Siliguri

**ROLES AND RESPONSIBILITIES:**

1. To execute strategic plan for prevention of ragging.
2. Maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times.
3. To make surprise raids on hostels, and other places vulnerable to incidents of and having the potential of ragging and is empowered to inspect such places.
4. To reach the spot of suspected ragging, identify students involved and isolate the students to prevent any mishap.
5. To conduct an on-the-spot enquiry into any incident of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for necessary action.

**Terms of Members:** Two years for nominated members.

**Meetings:** At least two meeting in a semester in addition to emergency meeting.


**Inclusion of Members:** The committee may include additional members as and when deemed fit on a temporary basis taking prior approval from the HOI through Coordinator - Student Affairs by sighting suitable grounds for inclusion.

**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.



Siliguri Institute of Technology

 24/09/20

Dr. Pradosh Kumar Advaryy  
Director

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



## NOTICE

Ref. no. ADMIN/2020/03/92

Date: 24.09.2020

The Government of West Bengal has enacted Anti Ragging Law, "West Bengal Prohibition of Ragging in Educational Institutions Act 2000" to prevent ragging at the Educational Institution. Further, the Government has directed all Heads of educational institution of the State to form Anti Ragging Committee to implement strictly and punish the students indulging in ragging activities stringently as per the provision of the law.

The Supreme Court in its order, dated the 16th May 2007 and in Civil Appeal number 887 of 2009 dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging in any form, as mentioned in the Appendix 10, AICTE guideline, 2010-11 has ordered a crackdown on ragging on campuses across the country. The court made it compulsory for colleges and other educational institutions to register FIRs and said exemplary punishment should be awarded to offenders, so that it acts as deterrent.

In pursuance of the above orders and directives, an **ANTI RAGGING COMMITTEE** has been reconstituted with effect from 01.10.2020 as per AICTE norms for the academic year 2020 – 2022. The following will be the constitution and guidelines of the Committee.

### Members:

Sl. No.	Member Name	Designation By Profession	Position in Committee
1	Dr. Pradosh Kumar Advaryyu	Director	Chairperson
2	Mr. Rajeeb Chetri	Asst. Professor, DESH	Jt. Coordinator
3	Mr. Subhajit Roy	Asst. Professor, EE	Jt. Coordinator
4	Mr. Joydeep Guha	Administrator	Member
5	Dr. Jayanta Dutta	Asst. Professor & HOD-DESH	Member
6	Mrs. Shrabani Pal	Asst. Professor & HOD-EE	Member
7	Mr. Anupam Mukherjee	Asst. Professor & HOD-CSE	Member
8	Mr. Debaditya Kundu	Asst. Professor & HOD-IT	Member
9	Mr. Debajyoti Misra	Asst. Professor & HOD-ECE	Member
10	Mr. Mahadeb Das	Asst. Professor & HOD-CE	Member



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11	Dr. Shuvendu Dey	Asst. Professor & HOD-MBA	Member
12	Mrs. Sampa Das	Asst. Professor, CSE	Member
13	Mr. Asit Barman	Asst. Professor, IT	Member
14	Mr. Subhamay Sarker	Asst. Professor, ECE	Member
15	Mr. Rupam Dutta	Asst. Professor, CE	Member
16	Ms. Papia Bhowmik	Asst. Professor, MBA	Member
17	Mr. Suhasish Ghosh	Executive (T&P)	Member
18	Mr. Pinaki Sarkar	Librarian	Member
19	Mr. Subashis Chaki	Inspector-in-Charge, Pradhannagar Police Station	External Member
20	Mr. Girish Majumder	Journalist, Aajkal	External Member
21	Mr. Milan Sarkar	Advocate	External Member
22	Mr. Vivek Agarwal	Board Member, Lions' Club of Siliguri, Uttorayon Sentinel, Siliguri	External Member
23	Mr. Koushik Mukherjee	Parent	External Member
24	Mr. Jadu Gopal Saha	Parent	External Member
25	Ms. Priyadarsini Mukherjee	Student, 1 <sup>st</sup> Year-MBA	Member
26	Mr. Aritra Saha	Student, 1 <sup>st</sup> Year-CSE	Member
27	Mr. Darshan Nath	Student, 3 <sup>rd</sup> Year-EE	Member
28	Mr. Dwaipayan Talapatra	Student, 2 <sup>nd</sup> Year-MBA	Member

**Term of Members:** Two years for nominated members.

**MEETINGS:** At least twice in every semester and as & when deemed necessary.

### ROLES AND RESPONSIBILITIES:

- (1) To follow the guidelines suggested by the two Regulatory Bodies of Higher Education i.e. UGC (Notification No. F.1-16/2007(CPP-II) dated 17<sup>th</sup> June, 2009) and AICTE (Notification No. F. No. 37-3/Legal/AICTE/2009 dated 1<sup>st</sup> July, 2009).
- (2) To create awareness among the students against ragging through different means.

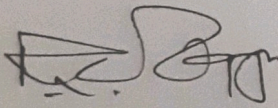


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- (3) To plan Anti- Ragging campaign from time to time.
- (4) To monitor, direct and oversee the functions and performance of the Anti-Ragging Squad in prevention and curbing of ragging in the institution.
- (5) To conduct an on-the-spot enquiry into any incident of ragging referred to it by the faculty or student or parent or guardian, as the case may be: and the enquiry report along with recommendations shall be submitted to the Head of the Institution for action as per stipulated guidelines.
- (6) To decide punishment for those found guilty of ragging depending upon the nature and gravity of the offence.
- (7) To maintain documentation of all anti-ragging activity.
- (8) To communicate with external agencies in the matter of ragging.

## Modus operandi:

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

 24/09/20

**Dr. Pradosh Kumar Advaryu**  
Director

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



## NOTICE

Ref. no. ADMIN/2020/03/125

Date: 24.09.2020

This is to inform all concerned that **CULTURAL COMMITTEE** has been constituted with effect from 01.10.2020 with an objective of giving a holistic approach to professional higher education. The Committee will be responsible to create an atmosphere, which is intellectually and aesthetically stimulating for the community on the campus. The following will be the constitution and guidelines of the Committee.

### Members:

Sl. No.	Members Name	Designation by Profession	Position in Committee
1.	Mr. Rajeev Chhetri	Asst. Professor	Jt. Convenor
2.	Mrs. Shrabani Pal	Asst. Professor	Jt. Convenor
3.	Dr. Manjima Bhattacharya	Asst. Professor	Member
4.	Mrs. Aditi Sengupta	Asst. Professor	Member
5.	Mr. Scmnath Dutta	Asst. Professor	Member
6.	Mr. Debajyoti Guha	Asst. Professor	Member
7.	Mrs. Swagata Debnath	Asst. Professor	Member
8.	Mr. Satadal Chakraborty	Asst. Professor	Member
9.	Mr. Biswajit Saha	Project Assistant	Member
10.	Mr. Boni Majumder	Laboratory Assistant	Member

**\*Note:** Lead student members & Faculty Advisors from respective student clubs (Yuva, Sargam, Rotaract, Gnosis, Antorik, Fifth Dimension) related to this committee will be nominated as invited members.

**Term of Members:** Two years for nominated members.

**Meetings:** At least two meeting in a semester in addition to emergency meeting.

### Roles and Responsibilities:

- 1) To inspire and orient the Students, Members of Faculty & Staff towards standards of equality, justice and a humanist culture.
- 2) The Committee will also be responsible to organize workshops, seminars, lectures, demonstrations and stage performances on various topics relating to Humanities for the community of the Institute. The activities will be informal and are intended to sensitize the academic world to other dimensions of human experience and knowledge, with the hope that this would enrich the lives of students and make them aware of their social responsibilities and understand the implications of their actions.
- 3) To plan cultural activities of students in coordination with the academic activity and as per activity calendar.

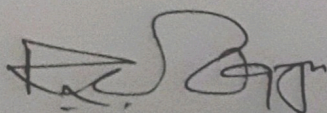


# Siliguri Institute of Technology

- 4) To prepare guidelines for individual events mentioning strict rules and regulations and to maintain discipline in cultural events following the guidelines.
- 5) To propose the budget for each event and organize events within budgetary limits of expenditure.
- 6) The committee has to maintain the record of all activities along with the financial details of each event and submit it to HOI through the Coordinator - Student Affairs 15 days of completion of the event.
- 7) To prepare and distribute certificates with the approval of authority, for the participants.
- 8) The Committee will be responsible to organize the various cultural events listed below but not restricted to:
  - Celebration of Swami Vivekananda's Birthday
  - Celebration of Netaji's Birthday
  - Celebration of Republic Day
  - Organization of Saraswati Puja
  - Celebration of Rabindra Jayanti
  - Celebration of Independence Day & Foundation Day of SIT
  - Organize Fresher's Welcome
  - Organize The Annual Fest preferably in the month of February every year
  - Organization of Vishwakarma Puja
  - Assist and guide the students in organization of Teacher's Day.

## 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

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## NOTICE

Ref. no. ADMIN/2020/03/96

Date: 24.09.2020

This is to inform all concerned that **GAMES & SPORTS COMMITTEE** has been constituted with effect from 01.10.2020 to plan, coordinate and control Games and Sport activities of the students. Also, the committee will be responsible to create zeal amongst students and faculty members towards sports with an intention to promote every individual's health, physical well-being as well as the acquisition of physical skill among the students. The following will be the constitution and guidelines of the Committee.

### Members:

Sl. No.	Members Name	Designation by Profession	Position in Committee
1.	Mr. Pinaky Bhadury	Asst. Professor	Convener
2.	Mr. Bikiran Das	Asst. Professor	Convener
3.	Mr. Anup Dutta	Support Staff, Admin	Member
4.	Mr. Pankaj Paul	Games instructor	Member
5.	Dr. Debabrata Moitra	Asst. Professor	Member
6.	Dr. Samit Ghosh	Asst. Professor	Member
7.	Mr. Bikram Bhattacharya	Technical Assistant	Member
8.	Mr. Manu Ray	Technical Assistant	Member
9.	Mrs. Debarati Mitra	Asst. Professor	Member
10.	Mr. Ranjan Chhetri	Junior T&P executive.	Member
11.	Mr. Shankar Chhetri	Peon	Member
12.	Mr. Gobinda Sarkar	Senior Technical Assistant	Member
13.	Mr. Hrishikesh Roy	Asst. Professor	Member

**\*Note:** Lead student members from respective student club (Eklavya) related to this committee will be nominated as invited members.

**Term of Members:** Two years for nominated members.

**Meetings:** At least one meeting in a semester in addition to emergency meeting.

### Roles and Responsibilities:

1. To organize training, coaching and education in sports for everybody so that they can learn to keep themselves physically fit.
2. To plan sports and games events in coordination with the academic activity and as per activity calendar for the promotion of overall spirit of harmony among the students.

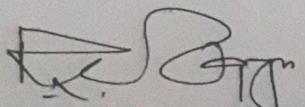


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3. To enhance the interest of participants in the field of sports.
4. To prepare guidelines for individual events mentioning strict rules and regulations and to maintain discipline in sports events following the guidelines
5. To achieve the goals we plan to organize various competitions in the following sports: football, cricket, basketball, volleyball, table tennis, chess, carom and badminton etc.
6. The committee will be responsible to inculcate qualities such as sportsmanship, team spirit and bonding.
7. It is designed to serve the interests of the student's community in competitive sports and other recreational activities i.e. both indoor and outdoor.
8. To propose the budget for each event and organize events within budgetary limits of expenditure.
9. The committee has to maintain the record of all activities along with the financial details of each event and submit it to HOI through the Coordinator - Student Affairs within 15 days of completion of the event.
10. To prepare and distribute certificates with the approval of authority, for the participants.

## 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

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## NOTICE

Ref. no. ADMIN/2020/03/106

Date: 24.09.2020

This is to inform all concerned that **TRAINING & PLACEMENT COMMITTEE** has been constituted with effect from 01.10.2020 for carrying out all training & placements related activities of the Institute. The following will be the constitution and guidelines of the Committee.

### Members:

SN.	MEMBERS' NAME	MEMBER'S DESIGNATION	POSITION IN THE COMMITTEE
1	Sudeep Das	TPO	Convener
2	Suhashis Ghosh	TPE	Jt. Convener
3	Ranjan Chettri	TPE	Jt. Convener
4	Anindita Sinha	Asst. Professor, ECE	Member
5	Debshekher Laha	Asst. Professor, CSE	Member
6	Krittibas Parai	Asst. Professor	Member
7	Pooja Barma	Asst. Professor, CE	Member
8	Indrajit Koley	Asst. Professor, EE	Member
9	Shomnath Dutta	Asst. Professor, MBA	Member
10	Bikram Bhattacharyya	Technical Assistant, CE	Member
11	Anindya Basu	Technical assistant, ECE	Member

### Roles & Responsibilities:

1. To make every student's success story by helping them become global leaders who can manage and lead change across diverse organizations.
2. To strive to help and guide students to get deserving placements through state-of-the-art technology, innovation, leadership and partnerships.
3. Short-listing of students based on company basic eligibility criteria.
4. Conducting Written tests/group discussions.
5. Conducting Interviews.
6. Circulation of Selection list.
7. Preparation of an attractive and comprehensive Placement Brochure.
8. Organizing Pre-Placement Seminars by Companies
9. Maintaining and regularly updating Database of Students
10. Maintaining Database of Companies and establishing strategic links for campus recruitments and training.



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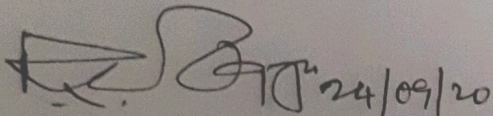
11. Gathering information about Job fairs and all relevant recruitment advertisements.
12. Coordinating with companies to learn about their recruitment procedures.
13. Identifying the needs and expectations of the companies to assist them in recruiting the most suitable candidates.
14. Organizing pre-placement training for students (Soft Skills, Dress Codes, Mock Interviews)
15. Arranging periodic meetings with Human Resources Departments and TPO's of companies to promote the Institute
16. Collecting feedback from employers where our students are placed.
17. Organize Training related to domain knowledge, pre placement, industrial or any other internship programs as deemed fit.

**Terms of Members:** Two years for nominated members.

**Meetings:** At least twice per semester and as and when deemed fit by the Committee.

**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.



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**Director**

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## NOTICE

Ref. no. ADMIN/2020/03/105

Date: 24.09.2020

This is to inform all concerned that **TECH-MANAGEMENT FEST COMMITTEE** has been constituted with effect from 01.10.2020 with an objective to organize different technical events throughout the year for the benefit of the students. The following will be the constitution and guidelines of the Committee.

### Members:

Sl. No.	Members Name	Designation by Profession	Position in Committee
1.	Dr. Susanta Kumar Saha	Asst. Professor	Convenor
2.	Dr. Chiranjit Sain	Asst. Professor	Convenor
3.	Mr. Rajen Koley	Asst. Professor	Member
4.	Mrs. Aditi Sengupta	Asst. Professor	Member
5.	Mrs. Sathi Ball	Asst. Professor	Member
6.	Mr. Pinaki Bhadury	Asst. Professor	Member
7.	Mr. R. P. Poddar	TA	Member
8.	Mrs. Lily Chandra	TA	Member
9.	Mr. Debabrata Das	TA	Member

**\*Note:** Lead student members from respective student club (Megatronix), Lead student members and Faculty Advisor of Departmental Student chapter/branch & respective student club (Megatronix) related to this committee will be nominated as invited members.

**Term of Members:** Two years for nominated members.

**Meetings:** At least twice per semester and as and when deemed fit by the Committee.

### Roles and Responsibilities:

- 1) To plan technical activities of students in coordination with the academic activity and as per activity calendar.
- 2) The Committee will also be responsible to organize workshops, seminars, lectures, on various topics relating to Technical Education for the community of the Institute. The activities will be intended to sensitize the academic world about the recent technical developments across the globe, with the hope that this would enrich the lives of students & teaching fraternity and make them aware of their future priorities.
- 3) To prepare guidelines for individual events mentioning strict rules and regulations and to maintain discipline in technical events following the guidelines.

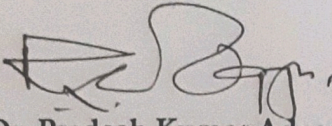


# Siliguri Institute of Technology

- 4) To propose the budget for each technical event and organize events within budgetary limits of expenditure.
- 5) The committee has to maintain the record of all activities along with the financial details of each event and submit it to HOI through the Coordinator - Student Affairs within 15 days of completion of the event.
- 6) To prepare and distribute certificates with the approval of authority, for the participants.

## 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.

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