

# **SILIGURI INSTITUTE OF TECHNOLOGY**

## **CIRCULAR**

Dated: 10<sup>th</sup> August, 2022

Ref. No. Admin/2022/CIR/65

This is to inform all concerned that **76<sup>th</sup> Independence Day** will be celebrated on **15<sup>th</sup> August, 2022 (Monday)** at 9:00a.m. in the SIT Campus.

**Attendance is Mandatory for all in the program.**

Programme schedule will be circulated to you shortly by the Cultural Committee.

In this regard this is also to inform to all that to celebrate "**75<sup>th</sup> Azadi Ka Amrit Mahotsav**" we also are observing the following events on **12<sup>th</sup> August, 2022** specifically for school students.

1. Quiz (Incredible India)
2. Art (Azadi Ka Amrit Mahotsav)

Cooperation from all is highly solicited.

  
10.08.22

**Principal**  
**Siliguri Institute of Technology.**

Cc to: Administrator, Academic Coordinators, All HODs, Section-in-Charges of other attached departments.

**SILIGURI INSTITUTE OF TECHNOLOGY  
OFFICE OF THE PRINCIPAL**

**CIRCULAR**

Ref. No. : Admin/2022/CIR/78

Date: 15.09.2022

This is to inform to all concerned that "Siliguri Institute of Technology NSS Unit" is going to organize an awareness camp in association with Siliguri Traffic Police on "**Safe Drive Save Life**" on **22<sup>nd</sup> September, 2022** from 4.00 pm to 5.30 pm at AJC Bose Seminar Hall.

The Details of the Resource person is given below:

Chief Guest: Smt. Purnima Sherpa, Additional Deputy Commissioner of Police (Traffic),  
Siliguri Metropolitan Police

All are requested to make it convenient to attend the event for its grand success.



**Dr. Mithun Chakraborty**  
**Principal**  
**Siliguri Institute of Technology**

**SILIGURI INSTITUTE OF TECHNOLOGY  
OFFICE OF THE PRINCIPAL**

**CIRCULAR**

Ref. No. : Admin/2022/CIR/80

Date: 27.09.2022

This is to inform to all concerned that the Institutional **Entrepreneurship Development Cell (EDC)** is going to organize **SIT-IDEATHON 2022**, an inter-departmental Entrepreneurship Idea Competition for the students of Siliguri Institute of Technology (SIT) on **19/10/2022** at the college premises.

All the HODs are requested to arrange for registration of at least 2 teams (comprising of 5-6 members each) per department for the said event to make it a grand success. The last date of registration is **11.10.2022**.

There will be prizes for the Winning Team, 1<sup>st</sup> Runners up & 2<sup>nd</sup> Runners up Teams. Please be informed that, all the participating students would also be provided with certificates.

The flyer containing detailed information about the competition is attached herewith for your ready reference. Cooperation from everybody is highly sought to make the event a grand success.



**Dr. Mithun Chakraborty**  
**Principal**  
**Siliguri Institute of Technology**

**SILIGURI INSTITUTE OF TECHNOLOGY  
OFFICE OF THE PRINCIPAL**

**CIRCULAR**

Ref. No. : Admin/2022/CIR/85

Date: 03.11.2022

In view of the visit and motivational talk by Ambassador Dr. Deepak Vohra on 15<sup>th</sup> November, 2022, all HODs are requested to nominate 10 students from each department to be present in the motivational talk. The institute has planned for two separate lecture session of Dr. Deepak Vohra in the 2<sup>nd</sup> half of 15<sup>th</sup> November, 2022. The 1<sup>st</sup> session will be for higher semester students followed by the 2<sup>nd</sup> session for 1<sup>st</sup> semester students in the AJC Bose Seminar Hall in 2<sup>nd</sup> half.

The HODs are requested to do the needful in this regard.

  
3.11.22

**Dr. Mithun Chakraborty**  
**Principal**  
**Siliguri Institute of Technology**

- Cc: 1) Administrator  
2) All HODs  
3) All Academic Coordinators  
4) IQAC Director  
5) Sr. Manager - Project

**SILIGURI INSTITUTE OF TECHNOLOGY**  
**OFFICE OF THE PRINCIPAL**  
**CIRCULAR**

Ref. No. : Admin/2022/CIR/86

Date: 04.11.2022

This is to inform to all concerned that as planned, we are going to organize the Freshers' Welcome programme for first year students for the Academic Session 2022-23 of all the departments as per the following given schedule :

Sl. No.	Department	Date	Time	Venue
1	MBA	22.11.2022	12 PM - 2 PM	MBA Department
2	EE	18.11.2022	11:30 AM - 12:30 PM	EE Seminar Room
3	CSE	23.11.2022	11 AM - 1 PM	Sir AJC Bose Seminar Hall
4	IT	23.11.2022	2 PM - 4 PM	CSE Seminar Hall
5	CSE (AI & ML)	23.11.2022	11 AM - 1 PM	CSE Seminar Hall
6	ECE	16.11.2022	11 AM - 12:30 PM	ECE Seminar Hall
7	CE	22.11.2022	3 PM - 4:30 PM	CE Department
8	BCA	18.11.2022	12 PM - 4 PM	Sir AJC Bose Seminar Hall
9	B.Sc. in Cyber Security	18.11.2022	3 PM - 5 PM	CSE Seminar Hall
10	BBA	22.11.2022	1.30 PM - 4.30 PM	Sir AJC Bose Seminar Hall
11	BBA-HM	21.11.2022	1.30 PM - 4.30 PM	Departmental Class Room
12	BHHA	22.11.2022	11 AM - 2 PM	BHHA - F & B Service Lab
13	MCA	22.11.2022	1 PM - 3 PM	MCA Department

In this regard this is for information to all that neither any form of external decoration nor consumption of any food item are allowed in the AJC Bose Seminar Hall as the same is just furnished with new infrastructure and the usage responsibility of the AJC Bose Seminar Hall will be on the HOD of corresponding department.

  
04.11.22

**Dr. Mithun Chakraborty**  
**Principal**  
**Siliguri Institute of Technology**

Cc:

- 1) Administrator
- 2) All HODs
- 3) IQAC Director
- 4) All Academic Coordinators
- 5) Sr. Manager - Project
- 6) All Section-In-Charges of other attached departments

**SILIGURI INSTITUTE OF TECHNOLOGY  
OFFICE OF THE PRINCIPAL**

**CIRCULAR**

Ref. No. : Admin/2022/CIR/92

Date: 23.11.2022

This is to inform to all concerned that a Motivational cum awareness talk on civil services and other competitive examinations would be held on 25<sup>th</sup> November, 2022 at AJC Bose Seminar Hall from 11.00 am to 12.30 pm. The session would be purely interactive to maximize the awareness & learning. The speaker of the day will be Sri Saptarshi Nag, WBCS 2006 Batch (West Bengal Topper). Presently Deputy Director, Local Bodies, North Bengal, Govt. of West Bengal.

In this regard all the Head of the Departments are requested to inform their students to be present in the talk for getting directions on their career path.

  
23.11.22

**Dr. Mithun Chakraborty**  
**Principal**  
**Siliguri Institute of Technology**

Cc:

- 1) Administrator
- 2) All HODs
- 3) IQAC Director
- 4) All Academic Coordinators
- 5) Sr. Project Manager
- 6) All Section-In-Charges of other attached departments

**SILIGURI INSTITUTE OF TECHNOLOGY  
OFFICE OF THE PRINCIPAL**

**CIRCULAR**

Ref. No. : Admin/2023/CIR/115

Date: 18.01.2023

This is to inform to all concerned that **127<sup>th</sup> Birthday of Netaji Subhas Chandra Bose** will be celebrated on **23<sup>rd</sup> January, 2022 at 10.30 am** in Centre Circle at our Institute.

As per the rotation schedule this program will be organized by CSE and BBA-HM Department jointly.

Considering above, HOD of CSE & BBA-HM Department are advised to organize and conduct the **Birthday Celebration programme of Netaji Subhas Chandra Bose** alongwith the participation of Faculty & Staff members.

All are requested to participate in the programme for its grand success.

Cooperation from all is highly solicited.



**Dr. Mithun Chakraborty**  
**Principal**  
**Siliguri Institute of Technology**

Cc: All Concerned.

**SILIGURI INSTITUTE OF TECHNOLOGY  
OFFICE OF THE PRINCIPAL**

**CIRCULAR**

Ref. No. : Admin/2023/CIR/117

Date: 18.01.2023

This is for information of all concerned that **Saraswati Puja- 2023** will be celebrated on **26<sup>th</sup> January, 2023 at 10.30 am** in the **Centre Circle** of our institute.

As per the rotation schedule the programme will be organized by **DESH** and **HMCT** Department jointly.

Considering the above, Organizers are requested to organize the Saraswati Puja programme successfully.

All Faculty & Staffs are requested to attend the programme and HODs are requested to inform their students to attend the same.

Cooperation from all is highly solicited.



**Dr. Mithun Chakraborty**  
**Principal**  
**Siliguri Institute of Technology**

Cc: All Concerned.



**SILIGURI INSTITUTE OF TECHNOLOGY  
OFFICE OF THE PRINCIPAL**

**CIRCULAR**

Ref. No. : Admin/2023/CIR/116

Date: 18.01.2023

This is for information of all concerned that **74<sup>th</sup> Republic Day** will be celebrated on **26<sup>th</sup> January, 2023 (Thursday) at 9.30 am** in the SIT Campus. **Attendance is Mandatory.**

Considering the above, all are requested to attend the **Republic Day** celebration programme.

Cooperation from all is highly solicited.



**Dr. Mithun Chakraborty  
Principal  
Siliguri Institute of Technology**

Cc: All Concerned.

**SILIGURI INSTITUTE OF TECHNOLOGY  
OFFICE OF THE PRINCIPAL**

**CIRCULAR**


Ref. No. : Admin/2023/CIR/134

Date: 27.03.2022

This is to inform to all concerned that **National Service Scheme (NSS)** SIT Unit in association with Satyam Roychowdhury Foundation and Rotary Blood Bank, Siliguri is organizing a **Blood Donation Camp** on **28<sup>th</sup> March, 2023** at **Badminton Court of SIT** from **2pm am to 5 pm**.

All round participation is requested in the camp.

Cooperation from all is highly solicited to make this event a success.



**Dr. Mithun Chakraborty**  
**Principal**  
**Siliguri Institute of Technology**

SILIGURI INSTITUTE OF TECHNOLOGY



OFFICE OF THE PRINCIPAL

**CIRCULAR**

Ref. No. : Admin/2023/CIR/138

Date: 03.04.2023

This is to inform to all concerned that Dept. of BBA in Hospital Management will be organizing a **Staff Development Programme** with hands-on session on **4<sup>th</sup> April, 2023** at **Dr. AJC Bose Seminar Hall** from **2.30 pm to 5 pm**.

The topic of workshop : '**BASIC LIFE SUPPORT TRAINING**'.

The workshop will be conducted in association with **Maharaja Agrasen Hospital, Siliguri** and the key speaker of the event will be **Dr. Sinthii Pal, Head of Emergency Department, Maharaja Agrasen Hospital**.

All round participation is requested in the Programme.

Cooperation from all is highly solicited to make this event a success.

A handwritten signature in green ink, appearing to read "M. Chakraborty", with a horizontal line underneath it. Below the line, the date "3.4.23" is written in the same green ink.

**Dr. Mithun Chakraborty**  
**Principal**  
**Siliguri Institute of Technology**

# SILIGURI INSTITUTE OF TECHNOLOGY



## OFFICE OF THE PRINCIPAL

### CIRCULAR

Ref. No. : Admin/2023/CIR/150

Date: 24.04.2023

This is to inform to all concerned that the Annual Games & Sports, Tech Management Fest and Annual Cultural Fest (SITEX - 2023) is rescheduled to be held from 15<sup>th</sup> to 19<sup>th</sup> May, 2023.

All the Conveners of the organizing committee of individual events are advised to finalize the date of organization in the specified window and intimate the same to the office of the Principal by tomorrow.

All the Head of the Departments are advised to intimate the above information to their students.

  
24.04.23

**Dr. Mithun Chakraborty**  
**Principal**  
**Siliguri Institute of Technology**

# SILIGURI INSTITUTE OF TECHNOLOGY



## OFFICE OF THE PRINCIPAL

### CIRCULAR

Ref. No. : Admin/2023/CIR/151

Date: 26.04.2023

This is to inform to all concerned that Parent Teacher Meeting for Even Semester 2022-23 is rescheduled to be held from 10<sup>th</sup> May, 2023 to 12<sup>th</sup> May, 2023.

All the HODs under college code 119, 334, 335, 336 are requested to finalize the date of organization in the specified window and intimate the same to the PTM SPOCs of the respective college codes by tomorrow.

All the HODs are advised to ensure communication with parents to be done latest by 2<sup>nd</sup> May, 2023 and provide the information about the total number of parents effectively communicated to the SPOC concerned.

  
26.04.23

**Dr. Mithun Chakraborty**  
**Principal**  
**Siliguri Institute of Technology**

# SILIGURI INSTITUTE OF TECHNOLOGY



## OFFICE OF THE PRINCIPAL

### NOTIFICATION

Ref. No. : Admin/2023/CIR/153

Date: 02.05.2023

This is to inform to all concerned that **162 Birthday of Rabindra Nath Tagore's** will be celebrated on **9<sup>th</sup> May, 2023 at 10.00 am** in Centre Circle at our Institute.

As per the rotation schedule this program will be organized by **ECE, MBA & BBA** jointly.

Considering above, HOD's of ECE, MBA & BBA Department are advised to organize and conduct the **Birthday Celebration programme of Rabindra Nath Tagore** alongwith the participation of Faculty, Staff members & Students.

All are requested to participate in the programme for its grand success.

Cooperation from all is highly solicited.

A handwritten signature in green ink, appearing to read "M. Chakraborty", with the date "2.5.23" written below it.

**Dr. Mithun Chakraborty**  
**Principal**  
**Siliguri Institute of Technology**

# SILIGURI INSTITUTE OF TECHNOLOGY



## OFFICE OF THE PRINCIPAL

### NOTIFICATION

Ref. No. : Admin/2023/CIR/154

Date: 02.05.2023

This is to inform all concerned that for appearing **MAKAUT Even Semester - 2023**, the examination FORM submission & verification process shall be commenced very soon. Considering that **STUDENTS** of all departments are advised to **CLEAR THEIR DUES** (Admission fees, if any / Semester Fees / Any other fees if showing outstanding) latest by **8<sup>th</sup> May 2023** without fail.

The College Management is very strict this time regarding dues. No student shall be allowed to verify examination forms from College end till obtaining Accounts clearance in all respect.

All Head of the Departments are also advised to take all necessary steps immediately to avoid any last minute hassle.

Treat the matter on extremely emergency basis.

*M. Rayson*  
02.05.23

**Principal**  
**Siliguri Institute of Technology**

# SILIGURI INSTITUTE OF TECHNOLOGY



## OFFICE OF THE PRINCIPAL

### NOTIFICATION

Ref. No. : Admin/2023/CIR/155

Date: 02.05.2023

This has refer to the notification bearing No.COE/MAKAUT.WB/PPR (Odd2022-23\_P2/11/2023 dated 01/05/2023 regarding PPR for ODD Semester Examination 2022-23 (Phase - II) students (1<sup>st</sup> Semester all program and 3<sup>rd</sup> Semester B. Tech) are hereby requested to act accordingly.

All Departmental In-charges are also advised to take all necessary steps to inform students and help them to complete the application process online accordingly to avoid any last minute hassle.

Treat the matter on extremely priority basis

A handwritten signature in green ink, appearing to read 'W. Rayan', with the date '02.05.23' written below it.

**Principal**  
**Siliguri Institute of Technology**





# SILIGURI INSTITUTE OF TECHNOLOGY (Office of the Principal)

## NOTIFICATION

Ref. No. Admin/2023/CIR/157

Date : 03/05/2023

As you all are aware that, Notification issued by MAKAUT vide Ref. No. COE/MAKAUT, WB/12/2023 dated 02/05/2023 regarding form fill up of **Regular/Backlog** Students for appearing Even Semester Examination 2022-2023 will going to be started on and from 10/05/2023. Considering that all Departmental In-Charges/HODs are hereby advised to make necessary arrangement and keep contact with each and every student so that they could complete the entire process well in advance i.e. before **15<sup>th</sup> May 2023** without any problem.

**It is also important to note that NO student Examination forms will be issued through College Portal without obtaining fees clearance from Accounts Department. No fees shall be accepted through Cheque and Cash.**

**No request for late payment of fees or any declaration/undertaking from any level for Fees shall be entertained.**

Please follow the above instruction very strictly.



Principal

Siliguri Institute of Technology

# SILIGURI INSTITUTE OF TECHNOLOGY



## OFFICE OF THE PRINCIPAL

### CIRCULAR

Ref. No. : Admin/2023/CIR/158

Date: 04.05.2023

This is to inform to all concerned that in view of MAKAUT Even Semester CA 4 Examination the college will remain open on 6<sup>th</sup> May, 2023 in the first half only.

Cooperation from all is solicited.

  
4/5/23

**Dr. Mithun Chakraborty**  
**Principal**  
**Siliguri Institute of Technology**

# SILIGURI INSTITUTE OF TECHNOLOGY



## OFFICE OF THE PRINCIPAL

### CIRCULAR

Ref. No. : Admin/2023/CIR/160

Date: 08.05.2023

#### **SUB : REGARDING COLLECTION OF FINAL YEAR STUDENTS' EXIT SURVEY FOR THE 2023 PASSOUT BATCH**

This is to inform to all concerned that the Final year students' exit survey for 2023 outgoing batch are scheduled to be collected by the individual departments during the upcoming Grand viva, Project viva, Seminar or presentation for internship in May, 2023.

All the HODs are advised to support the collection of the exit survey strictly in the mentioned window and ensure for 100% feedback submission from the final year students.

The link of the Google form prepared in this regard is furnished below for reference,

**Link : <https://forms.gle/ycTsdkpQYCSewTDi8>**

All the associated members of the collection of Central Feedback System are requested to support the cause.

A handwritten signature in green ink, which appears to be 'Dr. Mithun Chakraborty', with the date '08.05.23' written below it.

**Dr. Mithun Chakraborty**  
**Principal**  
**Siliguri Institute of Technology**

# SILIGURI INSTITUTE OF TECHNOLOGY



## OFFICE OF THE PRINCIPAL

### CIRCULAR

Ref. No. : Admin/2023/CIR/162

Date: 11.05.2023

This is to inform to all concerned that we will celebrate the Annual Fest of SIT 'Extravaganza' for five consecutive days from 15<sup>th</sup> to 19<sup>th</sup> May, 2023.

In this regard the whole hearted participation and mandatory presence of all faculty, staff and students will make this mega event a grand success. Therefore Head of the Departments are requested to do the needful in this regard.

  
11.05.23

**Dr. Mithun Chakraborty**  
**Principal**  
**Siliguri Institute of Technology**

# SILIGURI INSTITUTE OF TECHNOLOGY



## OFFICE OF THE PRINCIPAL

### CIRCULAR

Ref. No. : Admin/2023/CIR/165

Date: 18.05.2023

In view of the successful organization of the Annual Cultural Fest of the Institute "SITEX - 2023" on **19<sup>th</sup> May, 2023** at Viramma Resort, Dagapur the whole hearted participation and mandatory physical presence of all faculty & staff members of Siliguri Institute of Technology is requested.

Therefore all HODs are advised to do the needful in this regard.

*M. Chakraborty*  
18.05.23

**Dr. Mithun Chakraborty**  
**Principal**  
**Siliguri Institute of Technology**

# SILIGURI INSTITUTE OF TECHNOLOGY



## OFFICE OF THE PRINCIPAL

### CIRCULAR

Ref. No. : Admin/2023/CIR/174

Date: 01.06.2023

This is to inform to all concerned that as we are heading towards new Academic Session 2023-2024, we need to plan for organizing Bridge Course for newly admitted students to make the students at par with higher education needs.

In view of this the Academic Coordinators alongwith Dr. Debasmiti Bhattacharjee & Dr. Jayanta Dutta for CC: 119, Mrs. Paramita Choudhury & Mr. Supratim Sarkar for CC: 334 and Dr. Uddalak Mitra for CC: 336 respectively are requested to submit a proposal of Bridge Course to the office of the Principal latest by next week.

A handwritten signature in green ink, appearing to read 'M Chakraborty', with the date '01.06.23' written below it.

**Dr. Mithun Chakraborty**  
**Principal**  
**Siliguri Institute of Technology**

# SILIGURI INSTITUTE OF TECHNOLOGY



## OFFICE OF THE PRINCIPAL CIRCULAR

Ref. No. : Admin/2023/CIR/180

Date: 20.06.2023

This is to inform to all concerned that on the 9<sup>th</sup> edition of the “**International Yoga Day - 2023**”, a special Yoga session will be organized by **NSS SIT Unit** on **21.06.2023 (Wednesday)** at **Ground Floor of Non AICTE Building** from **3.00 pm to 4.30 pm**.

Considering this all Teaching, Non-teaching, Admin staff & Students of all departments are requested to participate to make the event successful.

*M. Chakraborty*  
20.06.23

**Dr. Mithun Chakraborty**  
**Principal**  
**Siliguri Institute of Technology**

# SILIGURI INSTITUTE OF TECHNOLOGY



## OFFICE OF THE PRINCIPAL

### NOTIFICATION

Ref. No. : Admin/2023/CIR/184

Date: 19.07.2023

This is to notify to all my beloved students that, as intimated to you from the month of August, 2023 onwards, we are taking initiative to make one Psychological Counselor to be available in the campus once in every Thursday in the first half at Medical Unit.

To discuss your issues or be counseled by the counselor Mrs. Gargi Dutta Kundu, you need to register yourself one week in prior in the following Google Form or scan the QR Code.

Student Support for Psychological Counseling: <https://forms.gle/uDJhyDj6z2Y4gXNA9>

The entire counseling session would be coordinated by Mr. Anup Dutta, SIT Medical Unit.



*W. Chakraborty*  
19.07.23

**Dr. Mithun Chakraborty**  
**Principal**  
**Siliguri Institute of Technology**



# SILIGURI INSTITUTE OF TECHNOLOGY



## OFFICE OF THE PRINCIPAL

### OFFICE ORDER

Date: 21.07.2023

Ref. No. Admin/2023/Off. Ord/35

As decided by competent authority for smooth functioning and proper channelization of the skill development initiative of Siliguri Institute of Technology under **Institute Mandatory Skill Enhancement Program**, Mr. Ranjan Chetri is assigned as the Central Coordinator / SPOC of Skill Development of the institute with immediate effect. Mr. Chetri will look after the functioning of different skill development activity under the following head and will directly report the same to the Principal, SIT.

1. Soft Skill
2. Aptitude
3. Foreign Business Language
4. Coding Skill
5. Domain Specific Skill

In this regard all Head of the Departments are requested to assign one faculty member who will look after the Domain Specific Skill Development and will work in close coordination with Central Coordinator, Mr. Ranjan Chetri. The HODs are requested to submit the assigned faculty member name to the office of the Principal by 24<sup>th</sup> July, 2023.

  
21.07.23

**Dr. Mithun Chakraborty**  
**Principal**  
**Siliguri Institute of Technology**

# SILIGURI INSTITUTE OF TECHNOLOGY



## OFFICE OF THE PRINCIPAL

### CIRCULAR

Ref. No. : Admin/2023/CIR/189

Date: 03.08.2023

This is to inform to all concerned that **The Art of Living (YES! +)** will be organizing an **Awareness Programme** on **7<sup>th</sup> August, 2023** at **Dr. AJC Bose Seminar Hall** from **3.30 pm to 4.30 pm** in the topic '**YOUTH EMPOWERMENT AND SKILL (YES!+)**'.

In this connection all HODs are requested to be present in the programme with at least 20 Nos. of students from their individual department to participate in the said Awareness Programme.

Cooperation from all will be highly solicited to make this event a success.

  
03.08.23

**Dr. Mithun Chakraborty**  
**Principal**  
**Siliguri Institute of Technology**

This is to inform to all the concerned that a Faculty Enrichment Program on "National Studies, IIT Roorkee" will be held on 09.08.2023 from 09.00 am to 05.00 pm. The mode of the program will be virtual.


**Studies, IIT Roorkee.**

In this connection all HODs and faculties are requested to be present virtually in the enrichment program. The joining link for the same is furnished below:

<https://meet.google.com/crs-vrvt-yxk>

Participation certificate will be provided to all attendee.

Cooperation from all will be highly solicited to make this event a success.

  
9.8.23

**Dr. Mithun Chakraborty**  
**Principal**  
**Siliguri Institute of Technology**

SILIGURI INSTITUTE OF TECHNOLOGY



OFFICE OF THE PRINCIPAL

CIRCULAR

Ref. No. : Admin/2023/CIR/196

Date: 15.09.2023

As we know that the student's significant achievements are the result of motivation factor of individual's alongwith other factors. Therefore to motivate and encourage the students more to achieve more the institute has decided to falicitate the achiever with student of the year award. This is for information to all concerned.

In this regard all Head of the Departments are requested to send their nomination (two students from their department within 20.09.2023) for the selection of student of the A.Y. 2022-23. The nomination may be based on the following criteria.

A central selection committee comprised of the senior faculty members will select the best student of the AY 2022-23 based on the nomination sent from the HODs with the score sheet.

**Criteria for Selection:**

a. Academic Excellence (10 marks)

Criterion – YGPA (both semesters to be considered)

b. Extra-Curricular Activities (10 marks)

Criterion – MOOCS credit/MAR credit/No. of Articles/GATE Exam cleared

c. Innovation bent of mind with proof (10 marks)

d. Any other significant achievement (optional) (10 marks)

**Total = 40 marks**

  
15.09.23

**Dr. Mithun Chakraborty**  
**Principal**  
**Siliguri Institute of Technology**

# SILIGURI INSTITUTE OF TECHNOLOGY



## OFFICE OF THE PRINCIPAL

### CIRCULAR

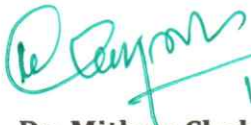
Ref. No. : Admin/2023/CIR/197

Date: 15.09.2023

This is to inform to all Faculty & Staff members of SIT that the institute is going to organize **BISWAKARMA PUJA** at the institute premises on **18<sup>th</sup> September, 2023 (Monday)** from **10.30 am** onwards.

As per the rotation schedule this program will be organized by EE, & MCA departments and SIT Diploma College jointly.

All Faculty, Staff members and Students are requested to attend the Puja for its grand success.

  
15.09.23

**Dr. Mithun Chakraborty**  
**Principal**  
**Siliguri Institute of Technology**

# SILIGURI INSTITUTE OF TECHNOLOGY



## OFFICE OF THE PRINCIPAL

### CIRCULAR

Ref. No. : Admin/2023/CIR/200

Date: 29.09.2023

This is to inform to all concerned that we are going to organize the Freshers' Welcome programme for first year students of SIT-119 for the Academic Session 2023-24 as per the following schedule :

Sl. No.	Department	Date	Time	Venue
1	MBA	10.10.2023	2 PM - 4 PM	Sir AJC Bose Seminar Hall
2	CSE	11.10.2023	2 PM - 4 PM	Sir AJC Bose Seminar Hall
3	IT	11.10.2023	11 AM - 1 PM	CSE Seminar Hall
4	CSE (AI & ML)	11.10.2023	2 PM - 4 PM	CSE Seminar Hall
5	EE	11.10.2023	2 PM - 4 PM	EE Seminar Hall
6	ECE	11.10.2023	2 PM - 4 PM	ECE Seminar Hall
7	CE	11.10.2023	2 PM - 4 PM	CE Seminar Hall

The respective departments are requested to submit the pre-event proposal form for further approval of budget on or before 29<sup>th</sup> September, 2023 by 5.00 pm

The Anti Ragging Committee and Annti Ragging Squad members are requested to do an active role on those days.

Cooperation from all is highly solicited.

Note : Any form of external decoration or consumption of any food item are strictly not allowed in the AJC Bose Seminar Hall and the usage responsibility of the AJC Bose Seminar Hall will be on the HOD of corresponding department.

  
29.09.23

**Dr. Mithun Chakraborty**  
**Principal**  
**Siliguri Institute of Technology**

# SILIGURI INSTITUTE OF TECHNOLOGY



## OFFICE OF THE PRINCIPAL

### NOTIFICATION

Ref. No. : Admin/2023/CIR/202

Date: 05.10.2023

This is to notify to all concerned that as per Academic Calendar issued for Odd semester 2023-24, the Parent Teacher Meeting (PTM) for all the higher semester students (3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>) is scheduled to be held between 1<sup>st</sup> November 2023 to 3<sup>rd</sup> November 2023.

Based on the window all the HODs are requested to revert back with their date, venue & time of organizing PTM marking CC to Mrs. Jayasree Singha, Central Coordinator of the institute.


A budget for organizing PTM of individual department has also to be submitted by the concerned head along with the schedule.

The agenda of the meeting to be followed along with the feedback form to be filled up by the parents will be circulated by the central coordinator of the institute in due time.

The PTM will be conducted with an aim for participation of the parents in the system functionality and aims 100% attendance of the parents in the meeting. A confirmation/consent/agree to attend as a reply from the parents have to be collected in this regard by individual dept. & the same shall be forwarded to the Office of the Principal by the Central Coordinator as a measure of estimation of foot fall.

Therefore all HODs are requested to take appropriate measure to intimate the PTM information to all the parents on or before 11<sup>th</sup> October 2023 and subsequently a gentle reminder shall also to be sent on 30<sup>th</sup> October 2023.

Cooperation from all is highly solicited.

  
05.10.23

**Dr. Mithun Chakraborty**  
**Principal**  
**Siliguri Institute of Technology**

# SILIGURI INSTITUTE OF TECHNOLOGY



## OFFICE OF THE PRINCIPAL

### NOTIFICATION

Ref. No. : Admin/2023/CIR/204

Date: 06.10.2023

In view of the disaster took place because of Teesta Flash Flood with devastation affecting the people nearby Teesta River, the **NSS Unit of SIT** has decided to stay by their site in this time of actual need in association with **Satyam Roychowdhury Foundation**.

The competent authority has decided in this regard for a collection drive of **non perishable food, cloths, drinking water, blanket etc.** as donation to be distributed among the affected families.

In regard to the same a Collection Box will be kept in **each floor of all the buildings** of the campus for open donation by the faculties, staffs and students till end of day, **10<sup>th</sup> October, 2023**. The team of NSS Unit will move for the distribution of relief post collection.

Cooperation from all is highly solicited.

  
06.10.23

**Dr. Mithun Chakraborty**  
**Principal**  
**Siliguri Institute of Technology**



# SILIGURI INSTITUTE OF TECHNOLOGY



## OFFICE OF THE PRINCIPAL

### CIRCULAR

Ref. No. : Admin/2023/CIR/206

Date: 31.10.2023

In view of increasing the Alumni connects strengthening the bond between the alumni and the institute, the competent authority has decided to identify the distinguished alumni who are contributing extraordinarily at their work as well as in the society and is well established. The institute will felicitate these distinguished alumni with the **"SIT Distinguished Alumni Award"** academic year wise.

In this regard the institute Alumni Relations Wing is requested to initiate the process of identification through the individual departmental heads and nominate 05 such distinguished alumni for the academic year 2023 - 24 latest by 30<sup>th</sup> November, 2023.

  
31.10.23

**Dr. Mithun Chakraborty**  
**Principal**  
**Siliguri Institute of Technology**