Siliguri Institute of Technology

P.O. SUKNA, SILIGURI, DIST. DARJEELING, PIN : 734 009
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Internal Quality assurance Cell (IQAC)
Notice- Call for Meeting

REF. NO.: (IQAC/2024-25/GM/01)   Date: 20.12.2024

Meeting Date: 26-12-2024
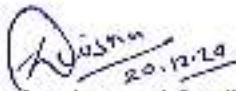Meeting Time: 4:00 PM
Meeting Venue: Conference Room.

Subject: General Meeting of the IQAC

Address to:

1. Members of the IQAC

Meeting Agendas:

1. Discussion on internal Academic audits for Quality enhancement of the Institute.
2. Discussion on enhancing Faculty development program on recent technologies.
3. AQAR Preparation for 2023-2024 AY
4. Other relevant topics for discussion for quality enhancing program.

Convener, Internal Quality Assurance Cell (IQAC)
Siliguri Institute of Technology

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Celebrating
25

Signature Roll of Meeting

Committee Name.: IQAC

Ref No. (IQAC/2024-25/GM/01)
Meeting Date: 26-12-2024
Meeting Time: 4:00 PM

Meeting Venue: SIT Conference Room

SI No.	Name and Designation of Member	Signature
Chairperson		
1.	Prof. (Dr.) Mithun Chakraborty, Principal, Chairperson IQAC, Siliguri Institute of Technology	26.12.24
Coordinator		
2.	Dr. Debajyoti Misra, Assistant Professor, Department of Electronics & Communication Engineering (ECE), SIT	26.12.24
Members Management		
3.	Mr. Bhaskar Roy, Vice-President, Techno India Group	
4.	Mr. Joydeep Guha, Administrator, SIT	
5.	Mr. Rajeeb Chhetri, Coordinator, SFU-NSS, SIT	
6.	Mr. Pinaki Sarkar, Librarian, SIT	Pinaki Sarkar 26.12.24
7.	Mr. Jayanta Bhusan Basu, Controller of Examinations, SIT	26/12/24
8.	Mr. Sudeep Das, Training & Placement Officer, SIT	26/12/24
9.	Mr. Plabon Roy, Senior Project Manager, SIT	
10.	Mr. Kaliol Dutta, Accounts Officer, SIT	26/12
Members of Faculty		
11.	Dr. Banani Adhikary Das, Associate Professor, DESH Department	Banani Adhikari (Das) 26/12/2024
12.	Mr. Soumendu Goldi, Assistant Professor, DESH Department	Soumendu Goldi 26/12/24.
13.	Dr. Jayanta Dutta, Associate Professor, DESH Department	26/12/2024
14.	Dr. Manas Saha, Associate Professor, ECE Department	

15.	Dr. Joydeep Dutta, Associate Professor, CSE Department	_signature_ 26/12/24
16.	Dr. Avijit Bhowmik, Professor, CSE Department	_signature_
17.	Mr. Anupam Mukherjee, Assistant Professor, CSE Department	_signature_
18.	Dr. Sirshendu Sekhar Ghosh, Assistant Professor, IT Department	_signature_
19.	Dr. Sudip Kr. Ghosh, Assistant Professor, ECE Department	_signature_
20.	Mr. Mithun Roy, Assistant Professor, CSE Department	_signature_
21.	Dr. Shuvendu Dey, Assistant Professor, MBA Department	_signature_ 26/14/24
22.	Mr. Rupam Dutta, Assistant Professor, CE Department	_signature_ 22/12/24
23.	Ms. Shrabani Pal Assistant Professor, EE Department	_signature_

Nominee From Local Society

24.	Mr. Milan Sarkar, Senior Advocate, Siliguri	

Employer

25.	Mr. Jayanta Hom, Principal Architect, Maantic Technologies	
26.	Ms. Aarti Chhetri, HR Executive, Pantaloon	

Guardians

27.	Mr. Rathin Paul, Father of Medhatithi Paul (3rd Year ECE)	_Rathin Paul_ 26/12/24
28.	Mr.Kalyan Prasanna Sengupta , Father of Rupsha Sengupta (2nd Year MBA)	
	Student	
29.	Mr. Anurag Sinha, 2nd Year EE Department	
30.	Ms. Anwesha Bhattacharjee, 3rd Year ECE Department	Anwesha Bhattacharjee

Alumni

31.	Mr. Chinmay Ghosh, Assistant Professor, Jalpaiguri Govt. Engineering College	

Convener, Internal Quality Assurance Cell (IQAC)
Siliguri Institute of Technology

Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting

Ref No. (IQAC/2024-25/GM/01)
Meeting Date: 26-12-2024
Meeting Time: 4:00 PM
Meeting Venue: DC Meeting Room ECE
No. of members Present:22
No. of members absent:9

Sl. No	Agenda	Discussion and Outcome
1	To discuss the action taken against the minutes of the last meeting	The action taken report against the minutes of the last meeting was briefed up in the meeting.
2	Discussion on internal Academic audits for Quality enhancement of the Institute.	The IQAC Coordinator reported that the Academic Audit was conducted on October 4–5, 2024, during which suggestions were provided for the development of OBE-based lab manuals. Following this, the departments took the initiative to prepare their lab manuals and presented them on November 16–17, 2024. A similar initiative will be undertaken for theory courses in April 2025.
3.	Discussion on enhancing Faculty development program on recent technologies.	The IQAC Coordinator informed that two faculty development programs were held in March 2024 and December 2024, focusing on Outcome-Based Education and the use of Generative AI in education.
4.	AQAR Preparation for 2023-2024 AY	The IQAC Coordinator informed that data collection from various units of the Institute is ongoing and is expected to be submitted by early 2025.
5.	Other relevant topics for discussion for quality enhancing program.	Discussions emphasized the importance of initiating efforts to increase the submission of project proposals focused on Women Empowerment and Technical Projects under various government schemes to enhance the Institute's quality. Additionally, the submission of AISHE, NAAC, and NIRF data should be finalized under the supervision of IQAC.

03.01.25

Convener, Internal Quality Assurance Cell (IQAC)
Siliguri Institute of Technology

Siliguri Institute of Technology

ACTION TAKEN REPORT

Committee Name.: IQAC

Ref No. (IQAC/2024-25/GM/01)

Meeting Date: 26-12-2024

Meeting Time: 4:00 PM   Meeting Venue: SIT

Conference Room

Minutes Issued By: Dr. Debajyoti Misra

SL. NO.	AGENDA	RESOLUTION	ACTION TAKEN
1.	To discuss the action taken against the minutes of the last meeting	The IQAC Coordinator decided that in every meeting, a report on the actions taken based on the previous meeting's decisions will be reviewed and discussed	In this meeting, the action taken report from the last meeting was presented and discussed.
2.	Discussion on internal Academic audits for Quality enhancement of the Institute.	The IQAC committee decided that all departments develop OBE-based lab manuals based on the recommendations from the Academic Audit conducted on October 4–5, 2024, with a similar initiative for theory courses by April 2025	Departments prepared and presented OBE-based lab manuals on November 16–17, 2024. Work on theory course materials is in progress for April 2025 implementation.
3.	Discussion on enhancing Faculty development program on recent technologies.	The IQAC decided to organize faculty development programs on new technologies, including Outcome-Based Education and Generative AI in education.	Two faculty development programs were conducted in March 2024 and December 2024, with 35 and 40 participants, respectively, covering Outcome-Based Education and Generative AI in education.

Siliguri Institute of Technology

4.	AQAR Preparation for 2023-2024 AY	To collect data from various units / departments of the Institute is ongoing and is expected to be submitted by early 2025.	Submitted AQAR for 2023-2024 AY on 10.02.25
5.	Other relevant topics for discussion for quality enhancing program.	The IQAC decided to encourage faculty to submit project proposals on Women Empowerment and Technical Projects under government schemes. It also decided to ensure the timely submission of AISHE, NAAC, and NIRF data under IQAC supervision	All Heads of Departments (HODs) were informed to take necessary measures to increase project proposal submissions. The AISHE, NAAC, and NIRF data submission process was streamlined and completed under IQAC supervision.

Misra 17/02/25

Dr. Debajyoti Misra
Name of the Coordinator & Convener
Full Signature

17.02.25

Dr. Mithun Chakraborty
Chairperson , IQAC Committee
Full Signature