Siliguri Institute of Technology

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Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting

Ref No. **(IQAC/2023-24/GM/02)**
Meeting Date: 15-03-2023
Meeting Time: 4:00 PM
Meeting Venue: DC Meeting Room ECE
No. of members Present:23
No. of members absent:7

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 specific strategies to improve outreach and extension activities within each department.	Every department should organise one outreach program per semester. NSS should collaborate with external agencies to conduct outreach and extension activities more in number.
3.	Optimization of internship programs and other student support initiatives to bolster the institute's quality assurance efforts.	The training and placement cell highlights the importance of internship through AICTE Internship Portal. The training and placement cell is also requested to enhance the multi domain internship of the students.
4.	Maximizing the signing of Memorandums of Understanding (MOUs) for enhanced collaboration.	Memorandums of Understanding (MOUs) related activities should be increase by the department as well as the Institute. Department should go for academic collaboration with other institution. Our PG program can collaborate with UG program of another institute. Institute Innovation Council and Entrepreneurship development cell should go ahead for signing new MOU.
5.	Advancements in technical training, skill enhancement, and club activities.	The club activities of every department should be increased, documenting the outcomes.
6.	Initiatives aimed at improving NIRF rankings, considering the Institutional Self Review (ISW) Report for potential	The coordinator of NIRF ranking is considering to apply for the same from 2024. The importance of different accreditation process was discussed. All the members agree to dive for any sort of accreditation

	adjustments to institutional practices for AQAR 2023-2024.	as when required. This will enhance the quality of education.
7.	Implementation of the Indian Knowledge System.	Library should include some books related to Indian Knowledge system. Some relevant workshop should be conducted by the Institute. The department should follow the website- https://iksindia.org/ for proper guidance to carry forward the relevant tasks
8.	Other relevant topics for discussion	Newly joined faculty member Prof. Avijit Bhowmick, CSE should be included as IQAC member.

20.03.24

Convener, Internal Quality Assurance Cell (IQAC)
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