



Siliguri Institute of Technology

P.O. SUKNA, SILIGURI, DIST. DARJEELING, PIN : 734 009
Tel : (0353) 2778002 / 04, Fax : (0353) 2778003
e-mail : slittechno@rediffmail.com



Internal Quality assurance Cell (IQAC) Minutes of the Meeting (MOM)

Ref No. (IQAC/2023-24/GM/01)

Meeting Date: 31-10-2023

Meeting Venue: SIT Conference Room

No. of members Present: 24

No. of members absent:06

Sl No.	Agenda	Discussion and Outcome
1.	1. Discussion on precise areas for enhancing the quality of the institution based on findings from the academic and administrative audit conducted from August 28, 2023, and September 1, 2023.	<ul style="list-style-type: none">Departments that may have faced lacuna in effectively submitting the required documents during the Academic and Administrative audit are encouraged to address this issue within the month of December 2023. Additionally, we expect all departments to develop a self-assessment checklist tailored to their own performance, which can serve as a tool for enhancing their processes. High-performing departments such as ECE and CSE are available to offer guidance and support to other departments as they prepare for their audits.
2.	2. Determine the deadline for providing the required data for NAAC criteria, ensuring the timely upload of the Annual Quality Assurance Report (AQAR) for the year 2022-2023.	<ul style="list-style-type: none">For successful completion of collection of all data requiring of AQAR submission the house has taken a decision it would be completed within the month of March 2024. IQAC Coordinator will prepare the deadlines to follow in this regard for approval by the authority. NAAC Committee need to point out the metrics of improvement.
3.	3. Review and plan the array of programs and initiatives to be organized by the Internal Quality Assurance Cell (IQAC) throughout the academic year 2023-2024.	<ul style="list-style-type: none">IQAC Coordinator will create committee for conducting various events in association with other statutory committees of the institute.
4.	Best Practices	<ul style="list-style-type: none">In the forthcoming academic year, we are considering the integration of well-established best practices, such as Outcome-Based Education and the Employability Enhancement Drive, with a