



MINUTES OF THE MEETING

Committee Name: IQAC

REF. NO.: (SIT/IQAC/ 2023 /Memo No.01)

Meeting Date: 10.03.2023

Meeting Time: 1.30 p.m

Meeting Venue: Conference Room of SIT;

Meeting Facilitator: Dr. Banani Adhikari (Das)

Minutes Issued by: Dr. Banani Adhikari (Das)

Meeting Purpose/Agendas:

1. Submission of 2021-2022 and 2022-2023 AQAR
2. Academic Audit
3. OBE Implementation through INPODS
4. Awareness program on intellectual property (IP) among the students and Faculty Members of the institution in the 4th week of March 2023 organized by NIPAM.
5. Miscellaneous

I. Member Present: 20

II. Member Absent: 06

III. Final Decision Made:

1. It was decided that 2021-2022 and 2022-2023 AQAR will be submitted.
2. It was decided that the Academic Audit for the year 2022-2023 will be completed.
3. It was decided that OBE Implementation through INPODS will be temporarily put on hold.
4. It was decided that an awareness program on intellectual property (IP) among the students and Faculty Members of the institution in the 4th week of March 2023 organized by NIPAM will be conducted.

5. Miscellaneous

- i. It was decided that the Departmental Review Meeting will be conducted.
- ii. It was decided that Target Driven R and D activity will be done.
- iii. It was decided to conduct Student Orientation Program with IQAC Involvement
- iv. It was decided to conduct Faculty Achievement Program.


Signature with Date:

Chairperson: Prof. (Dr.) Mithun Chakraborty,

Principal SIT



ACTION TAKEN REPORT

Committee Name: IQAC

REF. NO.: ((SIT/IQAC/ 2023 /Memo No.02)

Meeting Date: 10.03.2023 Meeting Time: 1.30 p.m.; Meeting Venue: Conference Room of SIT

Minutes Issued By: Dr. Banani Adhikari Das

SL. NO.	AGENDA	RESOLUTION	ACTION TAKEN
1	Submission of 2021-2022 and 2022-2023 AQAR	It was decided that 2021-2022 and 2022-2023 AQAR will be submitted.	AQAR 2021-2022 submitted on 08.09.2023 and AQAR 2022-2023 is under preparation.
2	Academic Audit	It was decided that the Academic Audit for the year 2022-2023 will be completed.	Academic Audit is proposed to be held in the month of August, 2023.
3	OBE Implementation through INPODS	It was decided that OBE Implementation through INPODS will be temporarily put on hold.	The proposal has been kept on hold.
4	Awareness program on intellectual property (IP) among the students and Faculty Members of the institution in the 4 th week of March 2023 organized by NIPAM. Miscellaneous	It was decided that an awareness program on intellectual property (IP) among the students and Faculty Members of the institution in the 4 th week of March 2023 organized by NIPAM will be conducted.	The program was deferred to 08/08/2023.
	Miscellaneous		
1.	i. Departmental Review Meeting ii. R and D Research Target and Assessment Program with IQAC Involvement iv Faculty Achievement Program	i. It was decided that the Departmental Review Meeting will be conducted. ii. It was decided that Target Driven R and D activity will be done. iii. It was decided to conduct Student Orientation Program with IQAC Involvement iv. It was decided to conduct Faculty Achievement Program.	i. Meeting conducted at the end of each semester to assess the performance of all the Department of the Institution, followed by felicitation to encourage a spirit of healthy competition to foster overall academic growth and development. ii. Implemented target-oriented drive through the R and D Cell to inculcate an ambiance of research in the Institution as



		<p>evidenced from stand peer reviewed and indexed journal publication, book chapter publication/ conference publication/ research projects/ patents/ consultancy.</p> <p>iii. Addressed student orientation program for welcoming the newly admitted students</p> <p>iv. A program to felicitate performing Faculty Members in different areas covering academic delivery/ research publications/ regularity etc. to improve overall academic performance has been implemented through the IQAC.</p>
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Banani Adhikari (Das)

Dr. Banani Adhikari (Das)

Name of the IQAC Director

12/04/2023