

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:

- Submission of 2021-2022 and 2022-2023 AQAR
- 2. Academic Audit
- 3. OBE Implementation through INPODS
- 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

- 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
- It was decided to conduct Faculty Achievement Program.

Signature with Date:

Chairperson: Prof. (Dr.) Mithun Chakraborty,

Principal SIT

ACTION TAKEN REPORT

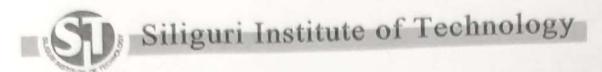
Committee Name: IQAC

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

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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 or hold.
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. Miscellaneous	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.	The program was deferred to 08/08/2023.
	Miscellaneous		
1	i.Departmental Review Meeting ii. R and D Research Target and Assessment iii Student Orientation 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 overal academic growth and development. ii. Implemented target-oriented drive through the R and D Cel to inculcate an ambiance or research in the Institution as



evidenced from stand peer reviewed and indexed journal publication, book chapter conference publication/ publication/ research projects/ patents/ consultancy. iii. Addressed student orientation program for welcoming the newly admitted students 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.

Banan Adhikan (Dan)

Dr. Banani Adhikari (Das)

12/04/2023

Name of the IQAC Director