



## Notice-Call for Meeting

Committee Name: IQAC  
REF. NO.: (SIT/IQAC/ 2022 /Memo No.02)  
Meeting Date: 15.07.2022  
Meeting Time: 12.00 noon  
Meeting Venue: Conference Room of SIT;

### Address to:

1. Prof. (Dr.) Mithun Chakraborty, Principal, SIT
2. Mr. Bhaskar Roy, Vice-President, Techno India Group
3. Mr. J. Guha, Administrator, SIT
4. Mr. Rajeeb Chhetri, Coordinator, SFU-NSS, SIT
5. Mr. Pinaki Sarkar, Librarian, SIT
6. Mr. Arup Das, Controller of Examinations, SIT
7. Mr. Sudeep Das, Training & Placement Officer, SIT
8. Mr. Plabon Roy, Senior Project Manager, SIT
9. Mr. Kallol Dutta, Accounts Officer, SIT
10. Dr. Manas Saha, Assistant Professor, ECE Department
11. Mrs. Srabani Pal, Assistant Professor and Head, EE Department
12. Mr. Jayanta Bhusan Basu, Assistant Professor, EE Department
13. Mr. Anupam Mukherjee, Assistant Professor and Head, CSE Department
14. Ms. Santana Guha, Assistant Professor, MBA Department
15. Mr. Mithun Roy, Assistant Professor, CSE Department
16. Mr. Asit Barman, Assistant Professor, IT Department
17. Mr. Mahadeb Das, Assistant Professor and Head, CE Department
18. Mr. Milan Sarkar, Senior Advocate, Siliguri
19. Mr. Jayanta Hom, Associate Director, Areteans
20. Ms. Aarti Chhetri, HR Excecutive, Pantaloon
21. Mr. Alok Kumar Saha Father of Anwasha Saha (4th Year ECE),
22. Mr. Rakesh Kumar Tiwari, Father of Mr. Saurav Tiwari (2nd Year MBA),
23. Mr. Atul Krishna Gupta, 3rd Year, IT Department
24. Ms. Nidhi Bharti, 2nd Year, MBA Department
25. Ms. Debanjali Mitra, Alumni

### Copy to:

1. Office of the Principal, SIT
2. Office of the Administrator, SIT
3. IQAC file

### Meeting Agendas:

1. Submission of AQAR
2. Preparation of IQAC Calendar of Activity
3. Academic Audit
4. Academic Calendar
5. Departmental Projection for the Upcoming Semester Odd 2022
6. Miscellaneous

*Banani Adhikari (Das)*

Dr. Banani Adhikari (Das)  
Director, IQAC

15/07/2022



## MINUTES OF THE MEETING

Committee Name: IQAC  
REF. NO.: (SIT/IQAC/ 2022 /Memo No.02)

Meeting Date: 15.07.2022;  
Meeting Time: 12.00 noon  
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 AQAR
2. Preparation of IQAC Calendar of Activity
3. Academic Audit
4. Academic Calendar
5. Departmental Projection for the Upcoming Semester Odd 2022
6. Miscellaneous

I. Member Present: 18

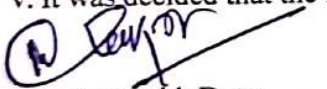
II. Member Absent: 08

III. Final Decision Made:

1. It was decided that the AQAR for 2021-2022 will be submitted.
2. It was decided that the IQAC Calendar for the academic session 2022-2023 will be prepared.
3. It was decided that the Academic Audit will be conducted for all the departments.
4. It was decided that the Academic Calendar will be prepared for the upcoming semester.
5. It was decided that the Departmental Heads should submit the Departmental Projection for the Upcoming Semester Odd 2022 and present it in the Departmental Review Meet.

### Miscellaneous:

- i. It was decided that feedback on Post Commencement of Semester, End semester Feedback, Even Semester Exit Survey, Student Satisfaction Survey and feedback on Curriculum will be done
- ii. It was decided faculty induction program will be conducted.
- iii. It was decided that an Institutional File management System will be developed.
- iv. It was decided that the format for session document and course handout will be finalized.
- v. It was decided that the format for the Syllabus Progress Report will be finalized

  
Signature with Date:  
22.07.22

Chairperson: Prof. (Dr.) Mithun Chakraborty,  
Principal SIT





## ACTION TAKEN REPORT

Committee Name: IQAC

REF. NO.: (SIT/IQAC/ 2022 /Memo No.02)

Meeting Date: 15.07.2022 Meeting Time: 12.00 Noon; Meeting Venue: Conference Room of SIT

Minutes Issued By: Dr. Banani Adhikari Das

| SL. NO. | AGENDA  | RESOLUTION   | ACTION TAKEN  |
|---------|---|--|---|
| 1       | Submission of AQAR  | It was decided that the AQAR for 2021-2022 will be submitted.  | AQAR for 2021-2022 is under preparation.  |
| 2       | Preparation of IQAC Calendar of Activity  | It was decided that the IQAC Calendar for the academic session 2022-2023 will be prepared.   | IQAC Calendar uploaded in Web site  |
| 3       | Academic Audit  | It was decided that the Academic Audit will be conducted for all the departments.  | The process of Academic Audit initiated.  |
| 4       | Academic Calendar   | It was decided that the Academic Calendar will be prepared for the upcoming semester   | Academic calendar prepared.   |
| 5       | Departmental Projection for the Upcoming Semester Odd 2022  | It was decided that the Departmental Heads should submit the Departmental Projection for the Upcoming Semester Odd 2022 and present it in the Departmental Review Meet.  | Departmental projection reported in Departmental Review Meet.   |
|         | <b>Miscellaneous</b>  |  |   |
| 1.      | <ul style="list-style-type: none"><li>i. Feedback</li><li>ii. Faculty Induction Program</li><li>iii. Institutional file Management System</li><li>iv. Session Document and Course handout</li></ul> | <ul style="list-style-type: none"><li>i. It was decided that feedback on PostCommencement of Semester, End semester Feedback, Even Semester Exit Survey, Student Satisfaction Survey and feedback on Curriculum will be done</li><li>ii. It was decided faculty induction program will be conducted.</li><li>iii. It was decided that an Institutional File management System will be developed.</li><li>iv. It was decided that the format for session document and course handout will be finalized.</li><li>v. It was decided that the format for the Syllabus Progress Report will be finalized.</li></ul> | <ul style="list-style-type: none"><li>I. Implemented centrally collected feedback data by IQAC from all the students in the Institution on commencement of the semester</li><li>Implemented centrally collected feedback data by IQAC from all the students in the Institution at the end of the semester</li><li>Implemented centrally collected feedback data by IQAC from all final year students</li><li>Prepared Feedback form on Curriculum from the Guardians as important Stake Holders</li></ul> |



|  |                             |   |
|--|-----------------------------|---|
|  | v. Syllabus progress Report | <p>Implemented alumni feedback for the academic year 2021-2022, 2022-2023 and report analysis uploaded in the website.</p> <p>ii. To welcome the newly appointed Faculty members into the organization and facilitate their general awareness regarding Whose-Who in the Institution</p> <p>iii. A uniform Institutional File Management System covering Central and Departmental issues for efficient record keeping/file management has been implemented</p> <p>iv the format for session document and course handout have been finalized.</p> <p>vthe format for the Syllabus Progress Report have been finalized.</p> |
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Dr. Banani Adhikari (Das)  
Name of the IQAC Director

Banani Adhikari (Das)  
Full Signature with Date 02/08/2022