Siliguri Institute of Technology

NBA Committee
MINUTES OF THE MEETING

REF. NO.: (SIT/NBA/ 2023 /01)

Meeting Date: 16-06-2023

Meeting Time: 4:00 PM

Meeting Venue: SIT Conference Room

Meeting Purpose/Agendas:

1. Introductory Meeting of the newly formed committee.

Member Present: 07

Member Absent: 0

Key Discussion Points on present agendas:

Sl.	Agenda	Discussion & outcome
1.	Introductory Meeting of the newly formed committee	Principal, SIT welcomed all the members of the committee & explained the importance of NBA accreditation. Detail discussion held regarding the action plan for NBA accreditation. Followings were finalized: • All the departments under college code 119 and 336 should prepare for NBA accreditation. The final selection of the department going for NBA accreditation will be decided as per the advice of the higher authority. • Every department should form a committee of three members who will be responsible for carrying out NBA activities and coordinating with the central NBA committee. The heads of the department should inform the formation of the committee along with its members to the central committee within fifteen days. • The target time frame for accreditation is Jan-June 2025. The documents and data should be prepared accordingly.

_____ 16/06/2023

In-charge, NBA Committee

_____ 16/06/2023

Principal, SIT