


COMPOSITION OF GOVERNING BODY

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| 2. | Mr. G. Roy Chowdhury or his nominee Mr. Pradyut Biswas | Trust's Chairman | Nominee of the Trust | 9830028207 grccal@gmail.com |
| 3. | Mrs. M. Roychowdhury or her nominee | Member | Nominee of the Trust | 9830084255 mrc.tigps@gmail.com |
| 4. | Mr. S. Roychowdhury or his nominee | Member | Nominee of the Trust | 9830056666 srctechno@gmail.com |
| 5. | Mr. T. K. Ghosh or his nominee | Member | Nominee of the Trust | 9434050509 tkgtig@gmail.com |
| 6. | Prof. (Dr.) Pranabesh Das, D.T.E or his Nominee | Member (Ex-Officio) | Director of Technical Education, Govt. of West Bengal | 9830134836 dtewbgovt@gmail.com |
| 7. | Nominee of AICTE | Member | Regional Officer: Ex-Officio | |
| 8. | Nominee of MAKAUT, (Dr. Subhas Chandra Pal, Deptt. of Computer Sc. & Application, NBU) | Member | Representative from MAKAUT | 9474092400 schpal@rediffmail.com |
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| 11. | Mr. Arun Ghosh | Member | Administration | |
| 12. | Mr. Bhaskar Roy | Member | Administration | 9434050509 vptig2019@gmail.com |
| 13. | Mr. J. Guha | Member | Administration | 9434181400 guhatamal@yahoo.com |
| 14. | Dr. Swapan Bhattcharyya | Member | Professor nominated by the Institute | 7384901307 swapanbhattacharyya@hotmail.com |
| 15. | Dr. Banani Adhikari (Das) | Member | Asso. Professor nominated by the Institute | 9434352534 banbuin@yahoo.com |
| 16. | Dr. P. K. Adhvaryyu | Member-Secretary | Administration | 7908761632 director@sittechno.org |


 (Dr. P. K. Adhvaryyu) 5/2/2020
 Director

Siliguri Institute of Technology &
 Member- Secretary
 Governing Body-SIT

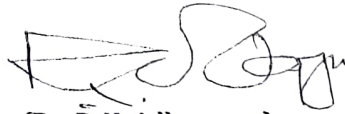
SILIGURI INSTITUTE OF TECHNOLOGY
BOARD OF GOVERNORS'
38TH Meeting

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| AGENDA 8.00 | Vote of Thanks | NA |

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 (Dr. P. K. Adhvaryu) 5/2/2020
 Director
 Siliguri Institute of Technology &
 Member- Secretary
 Governing Body-SIT

Proceedings of the 37th Meeting of Governing Body held on 22nd August, 2019 at 12.30p.m. at Sister Nivedita University, Kolkata.

| Agenda No. | Agenda | Discussions and Decisions |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0.01 | <ul style="list-style-type: none"> Composition of BoG as per guidelines of UGC/AICTE/Society/Government. Approved list of BoG Members and Quorum, absentee members, etc. | The meeting started with welcoming address by the Chairman, BOG to all the members and calling the meeting in order, since the quorum for the meeting was fulfilled. Leave for the absentee members were granted. Composition of BOG, S.I.T. as per guidelines is submitted and noted. The business of the house begins with the presentation given by Member Secretary. |
| 1.00 | To confirm & approve minutes of the proceedings of last meeting | The members confirmed the minutes of the last meeting held on 26/05/2018 with modifications as found necessary. It has been decided to conduct four (04) meetings annually. |
| 1.01 | Status of Renewal of Approval / Affiliation from AICTE/UGC/MAKAUT and proposal of Application for NAAC. | Reports on Extension of Approval by AICTE and Affiliation by MAKAUT were placed in the meeting and the same were noted by the members present. Application for NAAC - As NAAC accreditation is compulsory within 2022. Hence the following schedule is placed. Deadlines: IIQA - November 2019 Submission - December 2019 Visit - February - March 2020 |
| 1.02 | To note and ratify Action Taken/ Follow-up Report pursuant to proceedings of the last meeting. | The action taken on the recommendation of the Governing Body meeting is enclosed with the minutes. |
| 2.01 | To report on Prevention/Adoption/Compliance/Measures of Regulatory Acts/ Code & Professional Ethics for Faculties/Ordinance on Ragging/ Women & Girls harassments etc. and Insurance for students & Group Insurance for Employees. | No report of ragging is registered; however meetings took place from time to time. The Chairman has advised to form committee as per Vishaka guidelines against sexual harassment. |
| 2.02 | To note on Surveillance/Safety/Fire prevention & fighting etc. NOC from relevant authorities is essential. | Surveillance/Safety/Fire prevention & fighting etc. have been in operation. All statutory measures are noted and to be followed as per guidelines. |
| 3.01 | To Note Academic Calendar of University/ Government of West Bengal/ Institutional changes required for the session and compliance. Utilization of Teaching days, both Even & Odd semesters. Class attendance, curriculum and syllabus | In the academic calendar last date of student admission is to be mentioned. |
| 3.02 | To Note & approve Holidays List as per University/ Government/NIT Act suitably modified for Academic Interest. | Noted & approved. |
| 3.03 | Discussion on attracting students for Full Admission / Innovative approach for leveraging good students/ Goal Settings/ Potential Discovery Tests/ Viability Gap and TCM/ FMR/ PPP specified roles. Risks and gains | Activities are to be divided in three categories: 1. Institute 2. Faculty 3. Student |
| 3.04 | <ul style="list-style-type: none"> Domicile Status, Male/Female | Report submitted in the meeting and noted by all the members. |
| 3.05 | To note on status of Minorities (Muslim/ Christian/ SC/ST/OBC/ Linguistics). | Report submitted in the meeting and noted by all the members. |
| 3.06 | To Note & Ratify TFW/ Full Free-ship and Half Free-ship | Report submitted in the meeting and noted by all the members. |
| 3.07 | To note on scholarships / Bank Loans and other monetary benefit for scholars/ economically backwards/ minorities | Report submitted in the meeting and noted by all the members. |

[Handwritten Signature]

| Agenda No. | Agenda | Discussions and Decisions |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.01 | <ul style="list-style-type: none"> To note on review, ratify recommendations pursuant to proceedings of the students by Academic Committee. Analysis of deficiencies, suggestions, Recommendations of Even/ Odd semesters for the session along with status of supplementary / drop-outs and Rank of University Examinations. Bench Mark identification 6.75 Grade Point (60%) Academic performance of student in to three groups, Week/Month/Semester | Department wise Result Analysis for the Odd Semester 2018 and Even Semester-2019 placed in the meeting for discussion and the same has been noted by all the members. |
| 4.02 | To review remedial measures to weak students. | Report regarding the process of identification of weak students and remedial classes submitted in the last meeting and noted by all the members. |
| 4.03 | Teaching - Learning, Research & Development, Technical skill Development, Specialized Soft Skill Development, Start-up Development | Project of Dr. Sanjib Bhattacharya is duly noted. Bond is to be given conditionally. If required legal advice is to be sought. |
| 4.04 | To review Industry Participation | Report regarding the Industry participation submitted in the meeting and noted by the members. |
| 4.05 | To Review on Institutional Management capacity enhancement. | Vision and mission of the institute may be changed if found necessary. Ranking of the institute is important; institute should go for NIRF. Enrichment of curriculum (e.g. cluster technology) Centre of excellence should be formed |
| 5.01 | Faculty Achievement | Achievement report submitted and appreciated by all the members |
| 5.02 | Student Achievements | Achievement report submitted and appreciated by all the members |
| 6.00 | Important Initiatives | <p>NPTEL performance of the institute as a whole is appreciated by all the members present. It has been decided that teachers are to be motivated also to enroll for such MOOC courses.</p> <p>First international conference ICIMSAT 2019 organized by Department of Electrical Engineering, S.I.T. is appreciated by all.</p> |
| 7.00 | Request to the Honourable Members for comments/ suggestions. | Service of Dr. J. Jhampati is duly noted and appreciated. |


 (Dr. P. K. Adhvaryu)
 Director
 Siliguri Institute of Technology
 &
 Member-Secretary
 Governing Body-SIT

SILIGURI INSTITUTE OF TECHNOLOGY


GOVERNING BODY MEETING-2019

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| 1.00 | To confirm & approve minutes of the proceedings of last meeting | 002-005 |
| 1.01 | Status of Renewal of Approval / Affiliation from AICTE/UGC/MAKAUT and proposal of Application for NAAC. | 006-006 |
| 1.02 | To note and ratify Action Taken/ Follow-up Report pursuant to proceedings of the last meeting. | 007-010 |
| 2.01 | To report on Prevention/Adoption/Compliance/Measures of Regulatory Acts/ Code & Professional Ethics for Faculties/Ordinance on Ragging/ Women & Girls harassments etc. and Insurance for students & Group Insurance for Employees. | 011-011 |
| 2.02 | To note on Surveillance/Safety/Fire prevention & fighting etc. NOC from relevant authorities is essential. | 012-012 |
| STATUTORY ITEMS | | |
| 3.01 | To Note Academic Calendar of University/ Government of West Bengal/ Institutional changes required for the session and compliance. Utilization of Teaching days, both Even & Odd semesters. Class attendance, curriculum and syllabus | 013-016 |
| 3.02 | To Note & approve Holidays List as per University/ Government/NIT Act suitably modified for Academic Interest. | 017-017 |
| 3.03 | Discussion on attracting students for Full Admission / Innovative approach for leveraging good students/ Goal Settings/ Potential Discovery Tests/ Viability Gap and TCM/ FMR/ PPP specified roles. Risks and gains | 018-018 |
| 3.04 | <ul style="list-style-type: none"> • Domicile Status, Male/Female | 019-019 |
| 3.05 | To note on status of Minorities (Muslim/ Christian/ SC/ST/OBC/ Linguistics). | 020-020 |
| 3.06 | To Note & Ratify TFW/ Full Free-ship and Half Free-ship | 021-021 |
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| 4.01 | <ul style="list-style-type: none"> • To note on review, ratify recommendations pursuant to proceedings of the students by Academic Committee. Analysis of deficiencies, suggestions, Recommendations of Even/ Odd semesters for the session along with status of supplementary / drop-outs and Rank of University Examinations. • Bench Mark identification 6.75 Grade Point (60%) • Academic performance of student in to three groups, Week/Month/Semester | 022-039 |
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| 4.03 | Teaching – Learning, Research & Development, Technical skill Development, Specialized Soft Skill Development, Start-up Development | 041-054 |
| 4.04 | To review Industry Participation | 055-055 |
| 4.05 | To Review on Institutional Management capacity enhancement. | 056-056 |
| 5.01 | Faculty Achievements: | 057-060 |
| 5.02 | Student Achievements | 061-064 |
| 6.00 | Important Initiatives | 065-065 |
| 7.00 | Request to the Honourable Members for comments/ suggestions. | N/A |
| 8.00 | Vote of Thanks | N/A |

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| 4. | Mr. S. Roychowdhury or his nominee | Member | Nominee of the Trust srctechno@gmail.com |
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19/08/19

Dr. P. K. Adhvaryyu
Dean (E & T)-SIT
&
Member Secretary,
Governing Body-SIT

SILIGURI INSTITUTE OF TECHNOLOGY

Proceedings of the Meeting of Governing Body vide Ref. No. SIT/GB/2018/01, Dated: 26/05/2018 held in the Conference Room of Siliguri Institute of Technology (SIT) on 14 June, 2018 at 2:30p.m.

The nominee of DTE could not be present in the meeting due to pre-scheduled meeting of RUSA.

The nominee of MAKAUT, Dr. Subhas Chandra Paul could not be present in the meeting due to medical reasons.

The nominee of AICTE, Mr. G. Roy Chowdhury, Trust's Chairman, Mrs. M. Roy Chowdhury-Member, Mr. S. Roy Chowdhury-Member and Mr. Arun Ghosh-Member also could not be present in the meeting.

Dr. S.M. Chatterjee, Chairman Board of Governors, TIG Colleges and former Vice-Chancellor, BESU chaired the session.

Agenda 0.01:

Composition of the BOG, Approved list of BOG, Schedule of BOD meeting as per guidelines of UGC, AICTE, Society/ Government.

Composition of the BOG as per guidelines is submitted in the meeting. Hon'ble Chairman suggested that as per the AICTE guideline letter to be submitted to the Additional Chief Secretary for nomination of the member. Director-SIT informed that we have already sent the letter to the Additional Chief Secretary for nomination of the member for the Governing Body of SIT, vide Ref. No: Admin/2018/01/296, Dated: 27th January, 2018. The approved the composition of BOG as submitted in the meeting.

The House approved the list of BOG proposed in the meeting.

Quorum, Opening of the meeting, Welcome address

The meeting started with the Hon'ble Chairman, BOG welcoming all the members and calling the meeting in order, since the quorum for the meeting was fulfilled. Leave for the absentee members were granted. The business of the house begins with the presentation given by Dr. J. Jhampati, Member Secretary.

Agenda 1: Status of Re-affiliation from AICTE/UGC/UNIVERSITY/Application for NAAC.

Report regarding the Extension of Approval from AICTE, Affiliation from MAKAUT and UGC 2 (I) placed in the meeting and the same has been noted.

Proposed organogram of the Institute was prepared and submitted by the Member Secretary to the Chairman BOG for approval. After a long discussion the organogram was approved by the house for submitting to the NAAC.

A report regarding requirement of faculty to bridge the gap between faculty and students for application of NAAC was placed in the meeting and the same has been approved by the house.

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Agenda 1.01: To note and approve proceedings of last Meeting

The Members confirmed the minutes of the last meeting.

Agenda 1.01: To note and ratify Action Taken Report & follow-up pursuant to the proceedings of last Meeting.

The Action taken on the recommendation of the Governing Body Meeting is enclosed with the minutes.

Agenda 1.03: Details of Court Cases, if any:

There was no such incident reported. The same has been noted by the Board members.

Agenda 1.04: Year APAI/DPAI Index:

Report submitted to the APAI this year presented in the meeting and the same has been noted by all the members.

Agenda 2.01: To report on Prevention/Adoption/Compliance/Measures of Regulatory Acts/ Code & Professional Ethics for Faculties/Ordinance on Ragging/ Women & Girls harassments etc. and Insurance for students & Group Insurance for Employees.

Summary report regarding the agenda submitted in the meeting. Chairman, BOG suggested that ragging banners are present in the camps but some more banners of Ragging Free Campus are to be installed for more awareness among the students. Regarding women's safety in the educational institution Chairman, BOG suggested to frame some committees including the students for mentoring the juniors students then the incidents of ragging and women grievances should be eradicated. The same has been agreed and noted by the house.

Agenda 2.02:

To note on Surveillance, Safety checks, Fire Prevention, Electrical earthing system and Safety Measures taken

It is noted - all statutory and safety measures are to be followed as per guidelines.

Agenda 3.01:

To Note Academic Calendar of University/ Government of West Bengal/ Institutional changes required for the session and compliance. Utilization of Teaching days, both Even & Odd semesters. Class attendance, curriculum and syllabus

Academic Calendar of the institute was already prepared as per the guidelines published by the University.

Agenda 3.02:

To Note & approve Holidays List as per University/ Government/NIT Act suitably modified for Academic Interest.

Holiday List of the institute was already prepared as per the guidelines published by the University.


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Agenda: 3.03

Discussion on attracting students for Full Admission / Innovative approach for leveraging good students/ Goal Settings/ Potential Discovery Tests/ Viability Gap and TCM/ FMR/ PPP specified roles. Risks and gains

Advertisement in Newspapers, Banners, Flex has been installed in different places for full admission. Necessary measures had already been taken to improve the admission status in comparison to the previous year.

Agenda: 3.04

Domicile Status, Male/Female

Report regarding the agenda submitted in the meeting and same has been noted by all the Members.

Agenda: 3.05

To note on status of Minorities (Muslim/ Christian/ SC/ST/OBC/ Linguistics).

Report regarding the agenda submitted in the meeting and same has been noted by all.

Agenda: 3.06

To Note & Ratify TFW/ Full Free-ship and Half Free-ship

Report regarding the agenda submitted in the meeting and same has been noted by all

Agenda: 3.07

To note on scholarships / Bank Loans and other monetary benefit for scholars/ economically backwards/ minorities

Report regarding the agenda submitted in the meeting and same has been noted by all

Agenda: 4.01

To note on review, ratify recommendations pursuant to proceedings of the students by Academic Committee. Analysis of deficiencies, suggestions, Recommendations of Even/Odd semesters for the session along with status of supplementary / drop-outs and Rank of University Examinations

Discussion regarding the agenda was held in the meeting and it was resolved that close monitoring was required by the respective HODs to improve the academic ambience of the institute as a whole.

Agenda: 4.02

To review remedial measures to weak students.

Member Secretary informed that the same has already been implemented in the institute and we are extending all sorts of cooperation to the departments in this regard.

Agenda: 4.03


Teaching - Learning, Research & Development, Technical skill Development, Specialized Soft Skill Development, Start-up Development

Report regarding the agenda submitted in the meeting and same has been noted by all.

Agenda: 4.04

To review Industry Participation

- Dr. Banani Adhikari Dr. informed that we have already signed a MoU with Global Wadhvani Foundation for NEN and they have already arranged awareness programmes and technical trainings to the students become an entrepreneur. Few students have


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already trained and they have placed themselves a successful entrepreneur. This appreciated by all the members.

- Member Secretary also informed that we have already signed a industry collab with Altemetrik.

Agenda: 4.04

To Review on Institutional Management capacity enhancement.

Report regarding the agenda submitted in the meeting and same has been noted by all the Members.

Agenda: 5.01

Faculty Achievements

Report regarding the agenda submitted in the meeting and same has been noted by all the Members.

Agenda: 5.02

Students Achievements

Report regarding the agenda submitted in the meeting and same has been noted by all the Members.

Agenda: 6.00

Important Initiatives, If any

Report regarding the agenda submitted in the meeting and same has been noted by all the Members.

Agenda: 7.00


Request to the Honourable Members for comments/ suggestions.

No such specific comments were originated.

Since no other issue to transact, the meeting ended with a vote of thanks to the Chair.

Dr. S. M. Chatterjee
Chairman

Dr. J. Jhampati
Director


9/08/19
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