INTERNAL QUALITY ASSURANCE CELL

SILIGURI INSTITUTE OF TECHNOLOGY
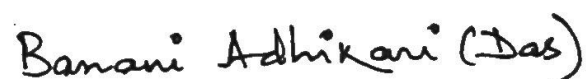
NOTICE

08.01.2020

The members of the IQAC are requested to attend a meeting on 21/01/2020 at 4.30 pm at the conference room (Ground Floor).

Agenda:

1. Welcome address by Director, IQAC, SIT.
2. Overview of the functioning of IQAC, SIT
3. Academic planning for the forthcoming session.
4. Any other issues with the permission of the Chairman.

Mr. Jayanta Bhusan Basu
Convenor, IQAC

Dr. Banani Adhikari (Das)
Director, IQAC

Date: 21/01/2020	Venue: Conference Room, SIT
Time: 4.30 P.M	

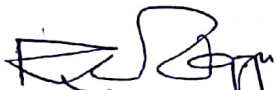The followings are discussed and resolved in the meeting:

Agenda	Discussion	Decisions
Welcome address by Director, IQAC, SIT	The Chairman & Director, IQAC welcomed all the members of the IQAC.	
Overview of the functioning of IQAC, SIT	The Director, IQAC presented a brief about the objective, functioning & benefits of the IQAC.	A dedicated mail id iqac@sittechno.org has been created for communications by IQAC. All were requested to use the above mail id for any communication with IQAC. All the relevant documents & informations of IQAC will be uploaded in the website. For that a separate tab will be provided in the institute website. A dedicated office for the IQAC will be provided for record keeping & regular activities.
Academic planning for the forthcoming session	A detailed discussions were held on the academic planning for the even semester. All the members presented their suggestions so as the academic environment can be uplifted in line with the affiliating and statutory bodies.	Followings have been decided in the meeting: • The Institute academic calendar will be published once the same is provided by the University. • The student attendance in the class is to be strictly monitored. The students who will remain absent needs to be called for explanation if needed their parents should be intimated so as to improve their attendance. A monthly student attendance report is to be submitted to the Director's office through respective HOD & Principal. • The continuous assessment (CA) for the internal should be done as per the University schedule. A guideline on the CA will be provided by the Academic committee for approval. The internal examination as a part of CA will be conducted centrally. Question papers will contain 30 marks questions and the duration of the examination will be 1 hour. • To improve the student performance and their overall development, mentoring system is to be enhanced as per University guideline. • Regular remedial classes should be conducted for the benefits of the weak students. • A standard guideline for conduction of FDP/SDP/Seminar/Workshop will be provided by the R&D cell for approval. • Students are to be motivated to take up MOOCS, MAR on a regular basis to enhance their employability. • All the departments should plan outreach programs on a regular basis and strictly maintain database. • Special attention is to be given to the Final year

21/01/2020

		projects keeping in mind to utilize the maximum facilities of MSME incubation center.
		• To improve the research activities Departments should submit project proposals to various funding agencies regularly taking the help of R & D committee of the institute. All the faculty members should be encouraged to publish at least one journal/conference paper in an academic year.
		• Faculty members attending conference/SDP/FDP/workshop etc. conducted by other institutes should give a presentation to share his knowledge/experience with others.
		• Teachers who do not have PhD should be encouraged to enroll for PhD.

The next meeting of the IQAC will be held on 24.02.2020 at 4.30 pm

The meeting ended conveying thanks to the chair.

Chairman, 21/01/2020   **Director,**
IQAC, SIT   IQAC, SIT

Attendance of the meeting of the IQAC

Date :21.01.2020

Time : 4.30 PM

Sl. No.	Name	Mobile	Signature
1	Dr. P. K. Adhwanyyn	7908761632	
2.	Swapan Bondhadhyay	9474698445	21/1/20
3.	Joydeep Sinha	94341-81480	
4.	Dr. Banani Adhikari (Das)	94343 52534	Banani Adhikari(Das) 21/01/2020
5.	MITHUN Roy	7044561269	MRoy 21/01/2020
6.	J. B. BASU	94740-89314	21/01/2020
7.	M. Saha	94740 18456	21/01/2020
8.	SHAKYASEN DEBNATH	9436510591	21/01/2020
9.	Asit Barman	9748337019	21/01/2020
10.	Kallol Adak	94342-12266	21/1/2020
11.	Sudeep Das.	9758135789	21/01/2020
12.	Piroti Sarkar	9434461960	Piroti Sarkar 21.01.2020
13.	Rajeeb Chetri	8597773556	21/01/20
14.	Sukantikishore Bhakacha	9434889859	S.K. Bhakacha
15.	Anupam Mukherji	9477175422	
16.	Lanlang Ganlig	7908232314	

OFFICE ORDER

This is for the information of all concerned Faculty and Staff members that the following changes have been incorporated in the IQAC with immediate effect:

1. Mrs. Srabani Pal, Assistant Professor and Head of the Department of Electrical Engineering substitutes Dr. Subhajit Dawn
2. Mr. Mahadeb Das, Assistant Professor and Head of the Department of Civil Engineering substitutes Mr. Sakhysen Debnath.

The changes have been introduced since the concerned Faculty Members have left the Institution.

Prof. (Dr.) Pradosh Kumar Adhvaryyu
Director

Date: 24/02/2020	Venue: Conference Room, SIT
Time: 4.30 P.M	

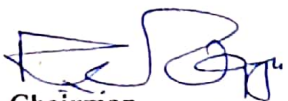The followings are discussed and resolved in the meeting:

Agenda	Discussion	Decisions
Approval of MOM held on 21.01.2020	Decisions made during the meeting held on 21.01.2020 was reviewed.	The MOM held on 21.01.2020 was approved by the members present.
NAAC Accreditation	A detailed discussion regarding the preparedness for NAAC was held. Members were briefed about the MOM of the NAAC committee held on 21.02.2020.	• The deadline as decided in the meeting of the NAAC committee held on 21.02.2020 may strictly be followed. • The members of the NACC committee is requested to prepare the draft SSR by 19.02.2020 for clarifying doubts from the experts from Kirori Mal College, Delhi as a part of the activity under Paramarsh (under UGC scheme) during their visit to the institute from 23rd March to 25th March 2020 for conducting a 3 days' workshop on NAAC. • All other points of the MOM held on 21.02.2020 is noted.
Academic Progress for the ongoing session.	A detailed discussions were held on the ongoing academic activities for the even semester.	Followings have been decided in the meeting: • All the HODs are requested to submit a brief report on student attendance as on 29.02.2020 to the Director's office by 29.02.2020 along with the action taken report for the students having attendance below 60%. • Mentoring system is to be given priority for the overall development of the students. All the HODs are requested to submit the Mentor-Mentee list for their respective departments to the Director by 29.02.2020. • Student feedback is to be taken thrice in each semester as mentioned below : o **Formative Feedback** – After 3 weeks of the beginning of a session.

		Course Survey – Before 2nd Internal examination. **Student feedback by the Director's office** - As per the schedule mentioned in the Academic Calendar. A draft feedback form was presented to the members present for their observations.
Any other issues with the permission of the Chairman.	Director, SIT informed the members that all the faculty members need to submit Self-Appraisal Report (SAR) after completion of each session.	• A draft SAR form was presented to the members present for their observations.
	The IQAC in association with the Central Liabrary, SIT proposed to organise onsite training progamme of IEEE Xplore (ASPP) for the Faculty members.	• Members present approved the proposal. • The training program will be conducted on 28.02.2020 from 3.30 pm.

The next meeting of the IQAC will be held on 19.03.2020 at 4.00 pm

The meeting ended conveying thanks to the chair.

Chairman,
IQAC, SIT   24/02/2020

INTERNAL QUALITY ASSURANCE CELL

SILIGURI INSTITUTE OF TECHNOLOGY

NOTICE

03.08.2020

The members of the IQAC are requested to attend a meeting on 18/08/2020 at 3.00 pm at the conference room (Ground Floor).

Agenda:

1. Approval of MOM held on 24/02/2020..
2. Review of the Academic Activities and Continuous Assessment for the Last Semester (Even)
3. Feedback on curriculum
4. Academic Planning for the Forthcoming Semester (Odd).
5. 4. Any other issues with the permission of the Chairman.

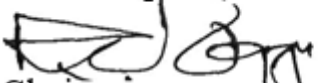*Banani Adhikari (Das)*
Director, IQAC

IQAC   MINUTES OF THE MEETING

Date: 18/08/2020	Veuue: Conference Room, SIT
Time: 3.00 PM	

The following points were discussed and resolved in the meeting:

Agenda	Discussion	Decisions
Approval of MOM held on 24/02/2020.	Decision made during the meeting held on 24/02/2020 was reviewed.	The MOM held on 24.02.2020 was approved by the members present.
Review of the Academic Activities and Continuous Assessment for the Last Semester (Even)	A detailed discussion were held on the marks submission, result analysis and online feedback collection for the even semester.	• Result analysis has been done for the final semester students and marks submission has been completed for all the remaining semesters. • The online feedback form (as a Google Form Link) has been circulated to all the departments. All the HODs have been asked to collect feedback from the students and submit a concise report on this feedback to the Director office by 25.08.2020.
Feedback on curriculum	Feedback report on curriculum as received from the Students, Alumni & Faculty members were discussed.	• Training Program on Python is to be conducted. • Students are to be motivated to adopt MOOCS considering the present pandemic situation. • Training program on automation & advanced programming languages may ne conducted in online mode. • To improve Industry readiness a course on Industrial Safety Will be introduced for the existing third-year Students for all the branches. The course will be conducted by the experts in remote mode for the time being.
Academic Planning for the Forthcoming Semester (Odd).	A detailed discussion were held on the academic planning for the odd semester. All the members provided their suggestions for the upliftment of the academic environment. It was also informed that the class routines for all the departments has been prepared by the academic	• The institute academic calendar will be published once the same is provided by the University. • The departmental activity calendar will be published based on the institute academic calendar. • Semester wise regular class routines have been pr pared and

	committee and was published after approval of the Director-SIT.	it has been sent to all the departments. • The regular class routine of 1st semester will be published shortly • The academic activities for the current semesters have started in online mode from 17° August 2020. • All HODs have been requested to monitor their online classes regularly. • The first-year classes will commence as per the University guideline. • Semester wise Technical Training FSP have been planned which is being conducted in remote mode. • Special care is to be taken for the Final year Project. It was discussed that quality of projects and regular monitoring of the progress of the project work is to be done. HOD along with the project coordinators should take necessary steps towards it.
Any other issues with the permission of the Chair-man.	A detailed discussion was held on how to develop soft Skill among all the students from the very beginning	In Soft skill, various activities (like aptitude, group discussions etc.) will be conducted online using a newly developed software. This will be used to evaluate students from the first-year. Certificates will be given to all the successful candidates. This will be useful for MAR also.

the meeting ended conveying thanks to the chair.

Chairman,
IQAC, SIT   18/08/2020