

SILIGURI INSTITUTE OF TECHNOLOGY

CIRCULAR

Date : 02/04/2018

Ref. No. Admin/2018/03/435

This has reference to the Circular No.Admin/2017/03/402 dated 20.07.2017 of formation and guidelines of **Academic Committee for B. Tech Courses**, all concerned are hereby by intimated that the following modification are being made in the formation of the Committee are as follows :

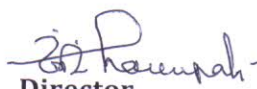
Chairperson : Director, SIT

Coordinator : HOD, EE Department

Members : Dean
Departmental Heads – CSE, IT, ECE, EE, CIVIL & DESH

Invitee Members : Administrator
Representative from R&D Cell
OIC, Examination Cell
Librarian
Placement Officer

The new formation Committee will be inforce with immediate effect and rest of the issues in the existing Circular will be as it is.


Director,
Siliguri Institute of Technology

SILIGURI INSTITUTE OF TECHNOLOGY

Date: 9th July, 2019

Ref. No: Admin/2019/03/608

CIRCULAR

This is to inform all concerned that for smooth conduction of the academics activities for **AICTE Courses** an **Academic Committee** has been constituted. The committee will act as per following guidelines:

- To monitor the academic activities as well as the R & D activities of the Institute with the objective to maintain ultimate academic discipline and standard of the Institute.
- Take necessary initiative for smooth conduction of Internals/Lab Examination/ Trainings of students etc.
- To conduct Academic Audit for upgradation of academics on every semester.
- Analysis of semester results and takes measures as per the requirement for upgradation.
- To arrange remedial/special classes as per the requirement.
- Take necessary initiatives for Affiliation/Approval/accreditation of programs from the concerned authorities.
- To prepare the Academic Schedule, Academic Calendar keeping the parity with the university course curriculum.
- To prepare future plans for academic upgradation, qualification upgradation, research promotions, consultancy, faculty development etc.
- To guide the examination committee for smooth conduction of university semester examinations.
- Preparation, proper planning for admission and extending necessary support and guidance to the Admission Committee.
- Proper monitoring of any other student matters like Examination form Fill up, Registration etc.

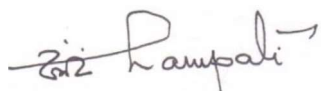
Chairperson	Director
Advisory Members	Administrator All Departmental Heads
Coordinator	Dean
Jt. Coordinator	Mr. J. B. Basu, Asstt. Prof. Mr. Mithun Roy, Asstt. Prof.
Invitee Members	All Mentors of the Departments All Departmental Coordinators Officer-In-Charge, Examination Dr. B. Adhikari (Das), Assoc. Prof. Dr. Sanjib Bhattacharya, Asstt. Prof. Librarian Officer- T & P

Tenure: upto 30.06.2020

Meeting: At least one meeting in a month in addition to emergency meeting.

NOTE: Interest and involvement of the Committee members will be monitored by the Chairperson. However, the tenure of the Committee Members may be changed if required as per the discretion of the Competent authority for the betterment of the Institute.

This committee will be in force with immediate effect and previous committee is hereby dissolved w.e.f. 9th July, 2019.



Director

Copy to: Advisory Members, Coordinator, Jt. Coordinators & Invitee Members

Minutes of the meeting of the Academic Committee (B.Tech) held on 29/05/2018

Members Present: As per the attached sheet

The following issues are discussed and finalized:

- 1. Action taken report:** Actions taken against all the issues of the meeting held on 24/04/2018 are discussed. Observations/discussions on the following points were noted.
 - a. *Pt. No. 1. b.* – All are requested to send a copy to the co-ordinator, Academic committee also.
 - b. *Pt. No. 3* – Based on the feedback received for three phases of technical training, overall analysis of the feedback with major issues (if any) will be intimated to T&P by 04.06.2018. Member T&P was requested to look into the issues as submitted by the departments and take up the matter to appropriate authority so that the same can be taken care of in future programs.
 - c. *Pt. No. 6. a.* – All the HODs of B. Tech. were requested to submit the sample rubric based evaluation sheet of the Final year project. They were also requested to identify 5 best projects based on the evaluation sheet. For 1st year one rubric based evaluation sheet of any sessional has to be submitted.
 - d. *Pt. No. 6. c.* – The vocational training for the 6th semester students will be conducted from 9th July 2018 as informed by the member, T&P. Notification on the same will be made shortly by the T&P. HODs are requested to intimate all the concerned students once the notification is issued.
- 2. Review of the academic activities for the just concluding session:** A detailed discussion held on different activities done during the session. The major concern is to improve the student attendance & participation in theory classes, GATE coaching, Remedial classes, Tutorial classes etc. All the HODs are requested to prepare their observations/suggestions for improving the same and present to the committee for finalisation and submission to Director, SIT for approval/advice in the next meeting of the Academic committee.
- 3. Activity calendar of all departments for the forthcoming semesters:** HODs informed that the activity calendar of the department is almost final and the same is prepared in line with the institute academic calendar.
- 4. Academic planning for the forthcoming semesters:** For the forthcoming odd semesters followings are planned
 - Subject distribution - HODs informed that the same is being done except for the 1st year.
 - Preparation of class routine – Routine for 3rd, 5th & 7th sem will be finalised by 04.06.2018 and the same will be notified & forwarded to all the students over mail.
 - Commencement of classes will be as per the academic calendar i.e. from 13.07.2018 for the continuing batches.
 - The attendance & course coverage record will be submitted as per the following schedule

Report	From – to	Submission by
1 st	13.07.2018 – 20.07.2018	21.07.2018
2 nd	21.07.2018 – 31.07.2018	04.08.2018
3 rd	01.08.2018 – 07.09.2018	12.09.2018
4 th	08.09.2018 – 30.09.2018	06.10.2018
Final	01.10.2018 – 02.11.2018	10.11.2018

- The HODs are requested to follow the schedule for different activities mentioned in the academic calendar as well as departmental activity calendar.
- Co-ordinator, R&D & Co-ordinator, IIPC-EDC are requested to prepare detailed proposals and submit to Director, SIT for approval for the Seminars mentioned in the academic calendar in consultations with the concerned HODs.
- Technical trainings will be conducted as per the schedule; Member T&P was requested to do the needful for smooth conduction of the trainings.
- For 1st year students as notified by MAKAUT on 01.05.2018 regarding MOOCs for B.Tech Honours (Applicable from the session 2018-2019) , Plan for Implementation is as follows :

Semester	Courses covered
1st	Soft Skill
2nd	a.Ethics,
	b. Computer programming with Python/R*

b. Computer programming with Python/R may be completed by the end of 4th semesters as it requires knowledge of computer programming.

Class Allotment: 1 lecture per week (for each course till the end of course as per the course structure)

Infrastructure : Video lectures will be displayed on the seminar hall (more than one section may be catered together depending on the number of students)

Faculty Allotment:

For 1st semester : Soft Skill - Humanities Section of DESH

For 2nd Semester: a. Ethics – MBA dept. or from outside (part time)

b.Computer programming with Python/R* - CSE/IT dept.

The next meeting of the Academic committee (B. Tech.) will be held on 21.07.2018 at 1.30 pm

The meeting ended conveying thanks to the chair.



Mr.J.B.Basu

Co-ordinator, Academic Committee (B. Tech.)

Attendance of the meeting of the Academic Committee (B.Tech) held on 29/05/2018 at 12.30 pm.

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Minutes of the meeting of the Academic Committee (B.Tech) held on 24/04/2018

Members Present: As per the attached sheet

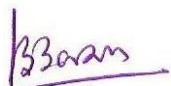
The following issues are discussed and finalized:

1. **Action taken report:** Actions taken against all the issues of the meeting held on 09/03/2018 are discussed. Observations/discussions on the following points were noted.
 - a. *Pt. No. 1. a.* – As per the student feedback received on increasing the no. of books for daily issue & Book bank the librarian was requested to look into it so that any change in the said matter may be implemented from the coming semesters.
 - b. *Pt. No. 1. b.* – All were requested to submit a brief report on any activity conducted by the department to Director's office within seven days after completion of the program/activity.
 - c. *Pt. No. 4 – Technical Training 2nd phase* – HODs were requested to compile the student feedback and submit the same to T&P and Director's office within seven days. It was also requested that henceforth the feedback analysis should be sent to T&P & Director's office within seven days after completion of training.
2. **Reports on attendance & Subject coverage:** A brief report on the same was presented by all the HODs. As advised by Director, SIT all HODs are requested to submit the report on the attendance on 30.04.2018.
3. **Technical training – 3rd phase:** HODs were informed that after completion of the 3rd phase of Technical Training overall compilation of the feedback will be carried out to identify any issue in the training conducted. Any issue found should be intimated to T&P with suggestion(s) if any so that the same can be taken care of during future training programs. As the 3rd phase training will be over by 28.04.2018 above may be submitted by 15.05.2018. The member T&P cell was also requested co-ordinate the same.
4. **Preparation for 2nd Internal Examination:** All the HODs informed that the preparation for 2nd internal has been made in line with the guideline prescribed during 1st Internal. The Result for the 2nd internal Examination will be published on or before 14.05.2018.
5. **Preparation for Sessional Examination:** All the HODs informed that draft sessional routine has been prepared and the same will be finalised by 26.04.2018. Once finalised the same will be forwarded to the co-ordinator, Academic Committee (B. Tech.) for onward submission to the OIC, MAKAUT Exam, SIT for necessary action.
6. **Any other issues with the permission of the chairman:** Following points were discussed :
 - a. *Evaluation process* – All the HODs were requested to monitor that the evaluation process for theory & practical is being done as per the guidelines of University and process enumerated in the course files. Course teachers should maintain the records in line with the above so that in case of any doubt/anomaly the same can be presented by them to appropriate authority.

- b. **Technical training Phases** : As per the feedback received from the students as well as the departmental co-ordinators it will be more beneficial if the technical training is conducted in 2 phases rather than conducting in 3 phases. The T&P cell has been requested to look into the matter.
- c. **Vocational Training** : As per the MAKAUT curriculum 3 weeks Vocational training has to be attended by the 6th semester students during summer vacation. It was informed that few students have arranged the same by their own, however for rest students some alternative has to be arranged. Hence T&P cell has been requested to look into it & do the needful.

The next meeting of the Academic committee (B. Tech.) will be held on 29.05.2018 at 1.30 pm

The meeting ended conveying thanks to the chair.



Mr.J.B.Basu
Co-ordinator, Academic Committee (B. Tech.)

Minutes of the meeting of the Academic Committee (B.Tech) held on 09/03/2018

Members Present: As per the attached sheet

The following issues are discussed and finalized:

1. **Action taken report:** Actions taken against all the issues of the meeting held on 09/02/2018 are discussed. Observations/discussions on the following points were noted.
 - a. *Pt. No. 5 – Student Feedback* – schedule for the student meeting with the nominated committee on behalf of the Director's office was briefed. HODs were requested to do the needful for the same.
 - b. *Pt. No. 6 – Future plans to improve the academic ambience* – All the HODs presented their proposal which was discussed and finalized. The same will be forwarded to Director, SIT within 15.03.2018.
2. **Reports on attendance & Subject coverage:** A brief report on the same was presented by all the HODs. They were requested to monitor the same on a regular basis. A report on the attendance & course coverage will be submitted to Director on 30.04.2018
3. **Preparation for 1st Internal Examination:** All the HODs informed that the schedule for 1st internal has been notified to the students. Preparation for the 1st internal has been made as per the guidelines which includes
 - a. CO based question (format for the same was provided to all the HODs)
 - b. Moderation of the question papers by a panel of moderators (in-house).
 - c. Seating arrangement and invigilation duty list.

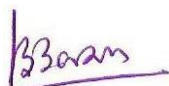
The Result for the 1st Internal Examination will be published on or before 26.03.2018.

4. **Technical training - 2nd phase:** HODs were informed that the 2nd phase of Technical Training for the 2nd, 4th & 6th semester B. Tech. will be conducted as per the schedule already notified on 08.01.2018. All were requested to extend their cooperation to T & P Cell for smooth conduction of the training.
5. **Any other issues with the permission of the chairman:** The convenors of R&D cell discussed about some issues regarding conduction of various workshop/seminars by the departments.

HODs were requested to organise such events in close interactions with the R&D cell in future to make those events a successful one.

The next meeting of the Academic committee (B. Tech.) will be held on 21.04.2018 at 1.30 pm

The meeting ended conveying thanks to the chair.



Mr.J.B.Basu
Co-ordinator, Academic Committee (B. Tech.)

Attendance of the meeting of the Academic Committee (B.Tech) held on 09/03/2018 at 1.30 pm.

[illegible]

Minutes of the meeting of the Academic Committee (B.Tech) held on 09/02/2018

Members Present: As per the attached sheet

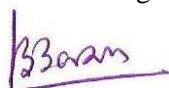
The following issues are discussed and finalized:

1. **Action taken report:** Actions taken against all the issues of the meeting held on 18/01/2018 are discussed and found satisfactory.
2. **Analysis of semester result and measures to improve the result:** Result analysis report will be prepared by respective departments as per NBA format and will be submitted to academic committee within 15/02/18.

For improving results – Course teachers will identify the weak students and arrange the need based remedial classes, provide assignments, conduct tutorial classes. The concerned mentors will follow up the participation and regularity of the students in these sessions.

3. **Reports on attendance & Subject coverage:** Attendance report with subject coverage up to 09/02/18 will be submitted by respective H.O.D.s within 15/02/18 to the academic committee as per the attached format. The guardians of the students having attendance below 50% will be informed. A report on the same should be submitted to the academic committee by 20/02/18.
4. **Organizing remedial/special classes for weak students for the continuing semester:** As discussed in point number 2.
5. **Student feedback:** HOD will meet 10-15 students of each class or all students of class to take student feedback. Action taken report on the issues should be submitted to academic committee for onward submission to the authority. After HOD's meet The Director/Dean may meet with the students of each class separately.
6. **Future plans to improve the academic ambience:** The followings are to be organized to address this issue –
 - **Alumni interaction at regular interval**
 - **Conducting special classes for providing guidance and support for various competitive examinations e.g. GATE, CAT, MAT etc.**
 - **Organize invited lectures throughout the semester**
 - **Motivating students to carry out mini projects.**
 - **Conducting special sessions for aptitude test / quiz / GD etc.**
7. **Any other issues with the permission of the chairman:** It has been decided that students are to be motivated for participating and enrolling for various MOOC courses e.g. NPTEL, SWAYAM etc. and keep a record for the same. Students are to be encouraged for taking active participation in different programs in the college to enhance their co-curricular and extra-curricular activities.

The meeting ended conveying thanks to the chair.



Mr.J.B.Basu
Co-ordinator, Academic Committee (B. Tech.)

Format for Submitting student attendance and course coverage

Department :

Student Attendance				
Semester	Total no. of students	% of students having attendance above 75%	% of students having attendance between 75% - 50%	% of students having attendance below 50%

Course coverage (in %)					
2nd Semester	Course -1	Course-2	Course – 3	Course – 4	Course - 5
4th Semester	Course -1	Course-2	Course – 3	Course – 4	Course - 5
6th Semester	Course -1	Course-2	Course – 3	Course – 4	Course - 5
8th Semester	Course -1	Course-2	Course – 3	Course – 4	Course - 5

Note : Kindly put the course code & Name for the respective semesters.

Signature of HOD

Attendance of the meeting of the Academic Committee (B.Tech) held on 09/08/2018 at 4.00 pm.

[illegible]

Minutes of the meeting of the Academic Committee (B.Tech) held on 18/01/2018

Members Present: As per the attached sheet

The following issues are discussed and finalized:

1. **Action taken report:** Actions taken against all the issues of the meeting held on 14/11/2017 are discussed and found satisfactory.
2. **Academic planning for the new session:** HODs/In-charges have informed that session has started as per academic calendar. Attendance report of the students have been received as mentioned below:

1 st year	Above 70%
EE (2 nd & 3 rd year)	Around 55%
ECE (2 nd & 3 rd year)	Around 55%
CSE (2 nd & 3 rd year)	Around 55%
IT (2 nd & 3 rd year)	Around 55%
CE (2 nd & 3 rd year)	Around 80%

Barring few majorities of the 4th year students are yet to report.

The members present expressed serious concern over poor turn up of the students at the beginning of the semester. HODs/In-charges are requested to take necessary steps to improve the attendance as discussed during the meeting of the Class monitoring Committee held on 16.01.2018.

HODs/In-charges are requested monitor the student attendance on a regular basis. The parents will be informed about the irregularities in attendance.

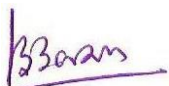
The guardians of the 2nd year students, who haven't attended the ongoing training program, will be informed asking the reason of absence.

HODs/In-charges are requested to inform the T&P Cell & Dean, SIT about the points of concern based on the feedback received from the 1st year & 2nd year students for the just concluded training.

HODs/In-charges are requested to follow the academic calendar and organize various workshops/seminars as planned.

3. **Inputs received from Class monitoring Committee, SIT:** HODs/In-charges are requested to implement the decisions made in the meeting held on 16.01.2018 to improve the academic ambience.
4. **Activity calendar of all departments:** HODs/In-charges are requested to prepare a detail activity calendar of the department in line with the approved academic calendar of the institute at the earliest.

The meeting ended conveying thanks to the chair.



Mr.J.B.Basu
Co-ordinator, Academic Committee (B. Tech.)

Attendance of the meeting of the Academic Committee (B.Tech) held on 18/01/2018 at 1.30 pm.

[illegible]

Minutes of the meeting of the Academic Committee (B.Tech) held on 14/11/2017

Agenda:

1. Action taken report on the issues of the meeting held on 12/10/2017.
2. 2nd internal examination & University examinations.
3. Course coverage report and course survey.
4. Any other issues with the permission of the chairman.

Members Present: As per the attached sheet

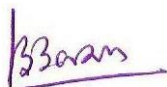
The following issues are discussed and finalized:

1. **Action taken report:** Actions taken against all the issues of the meeting held on 01/09/2017 are discussed. Following points needed immediate attention/compliance.
 - a. **Organizing different student's event in the departmental level:** brief report of various student's event organized in departmental level to be provided by the HODs to Dean of Students by the departments except those who have already submitted the same at the earliest.
 - b. **Training calendar :** The training calendar has been finalized. The same has to be circulated among the students after getting approval from Director, SIT. Mr. S. Das has been asked to expedite the same.
 - c. HODs are asked to submit the ATR on student feedback to Dean Academics at the earliest.
2. **2nd internal examination & University examinations:** HODs/In-charges has informed that all preparation for conducting 2nd Internal Examination and Sessional Examinations has been made. The same will be held as per the University schedule.
3. **Course Coverage report and course Survey:** HODs/In-charges have presented a brief on course coverage for different semesters. In general it was found to be adequate.

HODs/In-charges are requested to monitor the course coverage on a fortnight basis from the coming semester and keep a record of the same. Emphasis has been given to maintain the lecture plan so as the course is completed in due time. If any extra classes are required to complete the course the same should be planned well in advance. As far as possible conducting extra classes on holidays are to be avoided except for situations beyond control.

HODs/In-charges are requested to complete course survey at their convenience.

The meeting ended conveying thanks to the chair.



Mr.J.B.Basu
Dean, Academics

Attendance of the meeting of the Academic Committee (B.Tech) held on 14/11/2017 at 1.30 pm.

[illegible]



Dean Academics <deanacademics@sittechno.org>

Meeting of the Academic Committee(B.Tech) on 31/08/2017 at 3.30 pm

2 messages

Dean Academics <deanacademics@sittechno.org>

Wed, Aug 30, 2017 at 4:24 PM

To: HOD ECE <hod_ece@sittechno.org>, HOD CIVIL <hod_civil@sittechno.org>, HOD CSIT <hod_csit@sittechno.org>, HOD EE <hod_ee@sittechno.org>, HOD DESH <hod_desh@sittechno.org>, Dean Students <deanstudents@sittechno.org>, Tamal Guha <guhatamal@yahoo.com>, "Banani Adhikari(Das)" <banbuin@yahoo.com>, Library SIT <library@sittechno.org>, Skb_sit <skb_sit@rediffmail.com>, Sudeep Das <sudeepdas26@gmail.com>, "sanjib_esp@yahoo.co.in" <sanjib_esp@yahoo.com>, Director SIT <director@sittechno.org>

Date: 30/08/2017

The following members of the Academic Committee (B.Tech) are requested to attend the meeting on 31/08/2017, 3.30 pm at the meeting room (Ground Floor).

1. The Director, Chairman of the committee
2. Dr. G.Das, Coordinator
3. Dr. Latika Sahni, Jt., Coordinator
4. Mr. J.B.Basu, Jt. Coordinator
5. Mr. J.Guha, Member
6. HOD, ECE,EE,CSE,IT, CIVIL, DESH,- Member
7. Dr. Banani Adhikary, Member
8. The Librarian, Member
9. OIC, Examination- invitee member
10. Dr. Sanjib Bhattacharya, invitee member
11. Mr. Sudeep Das, invitee member

Agenda:

- Action taken report on the issues of the meeting held on 26/07/2017.
- 1st internal exam.
- Course coverage report.
- Attendance of students.
- Organizing different student's event in the departmental level.
- Preparation of training calendar of all departments.
- Any other issues with the permission of the chairman.

Dr. G.Das

Dean, Academics

Minutes of the meeting of the Academic Committee (B.Tech) held on 31/08/2017

Agenda:

1. Action taken report on the issues of the 1st meeting held on 26/07/2017.
2. 1st internal exam.
3. Course coverage report.
4. Attendance of students.
5. Organizing different student's event in the departmental level.
6. Preparation of training calendar of all departments.
7. Any other issues with the permission of the chairman.

Members Present:

1. Dr. G.Das, Dean Academics
2. Dr. Latika Sahni, Dean, Student Affairs & Training
3. Mr. J.B.Basu, HOD, EE
4. Mr. Manas Saha, HOD, ECE
5. Mr. Ranesh Roy, HOD, CIVIL
6. Dr. Sourav Kar, HOD, DESH
7. Mr. Anupam Mukherjee, Asst. Prof, CSE
8. Mr. Debajyoti Guha, Asst. Prof., CSE
9. Mr. Pinaki Sarkar, Librarian
10. Dr. Sanjib Bhattacharya, Asst. Prof, DESH
11. Mr. Sudeep Das, Officer – T&P

The following issues are discussed and finalized:

1. Actions taken against all the issues of the meeting held on 26/07/2017 are discussed and are found satisfactory.
2. **1st Internal exam:** All departments have prepared the time table for the exam. HODs are requested to display it immediately.
3. **Course Coverage report:** HODs are suggested that they will submit a brief report of course coverage by 7th September 2017.
4. **Attendance of students:** Still few students in each department are not reported to the department and also few students are not coming to the college in right time. HODs are requested to talk with the parents of those who are still absent immediately and call the parents to discuss the issues with them. HODs are also requested to regularly monitor the students who are coming late in the department to know the reason from them.
5. **Organizing different student's event in the departmental level:** Students of all departments are motivated by Dean, Academics during his meeting with the students to organize different events like Quiz, Debate, Technical talk etc. among themselves in the department regularly to improve

their communication skill, leadership quality etc. HODs are requested to also motivate their students and guide them to organize such events by the students in all odd Saturdays.

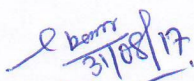
6. **Preparation of Training calendar:** HODs are requested to prepare training calendar for all semester by taking suggestion from the students immediately. Mr. Sudeep Das, T&P officer will prepare the calendar in consultation with the HODs by the following process as directed by the Director, SIT:

- i) Conduct department wise meeting along with the T&P officer, HOD, teacher & students to fix the training topics for all semester.
- ii) The training dept. will collect the detail course content of each training topics from the vendor.
- iii) Again conduct department wise meeting along with the T&P officer, HOD, teacher & students to finalize the content of each training topics for all semester.
- iv) Training dept. will submit the final calendar to the appropriate authority for approval well in advance.
- v) Display the training calendar to the students after approval.

7. **Other issues:**

- i) HOD, DESH informed that though they have started taking special classes for backlog students, but only 3-4 students of 3rd & 5th sem are coming to attend the class. The issue is discussed and it is observed that the students are not motivated only by issuing notice to them. HODs are requested to interact with the students more and more beside issuing notice to motivate them, so that they participate in all such activities for the betterment of them.
- ii) It is informed in the meeting that the Principal, TIGPS requested us for some special class/ workshop on engineering topics and discussion on career opportunities for their school students. All HODs are requested to prepare a plan for this. Dean, Students and T&P officer is also requested to prepare a plan for some sessions on carrier opportunities for school students. It is decided that after few days we will again sit together to finalize it so that we can start the activities in proper time.

All HODs are advised to involve most of the students by participating, taking their suggestion etc. in all departmental activities so that students feels they are the part of this system.


Dr. G. Das

Dean, Academics


Date: 27/01/2020	Venue: Conference Room, SIT
Time: 3.00 P.M	

The followings points were discussed and resolved in the meeting:

Agenda	Discussion	Decisions
Academic planning for the forthcoming even semesters	A detailed discussions were held on the academic planning for the even semester. All the members provided their suggestions for the upliftment of the academic environment. It was also informed that the class routine for all the departments has been prepared by the academic committee and published after approval of the Director –SIT.	<ul style="list-style-type: none">• The Institute academic calendar will be published once the same is provided by the University.• The Departmental activity calendar will be published on the basis of institute academic calendar.• All the HODs/In-charges were requested to submit the course wise lesson plans for the current even semesters & the just concluded odd semesters to the Principal for onward submission to the Director's office.• The student attendance is to be strictly monitored. The students who will remain absent needs to be called for explanation if needed their parents should be imitated so as to improve their attendance.• A monthly student attendance report is to be submitted to the Principal's office• The continuous assessment (CA) for the internal should be done as per the University deadlines. A guideline on the CA will be provided by the Academic committee.• Regular remedial classes should be conducted for the benefits of the weak students.

The next meeting of the **Academic Committee-AICTE** will be held on 22.02.2020 at 4.30 pm

The meeting ended conveying thanks to the chair.


Jt. Coordinator
Academic Committee-AICTE, SIT

Date :27.01.2020

Time : 3.00 pm

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SILIGURI INSTITUTE OF TECHNOLOGY
(COLLEGE CODE-119)

Minutes of the Meeting held with Dean (E & T) alongwith HODs/In-Charges/ Mentor and Administrator on 14th October, 2019 at 3:00p.m. in the Conference Hall at SIT


Members Present:

1. Dr. P. K. Adhvaryu, Dean (E & T)
2. Mr. J. Guha, Administrator
3. Mr. Anupam Mukherjee, HOD-CSE/IT
4. Mr. Manas Parai, In-Charge-ECE
5. Mr. Jayanta Bhusan Basu, HOD-EE
- 6.
7. Mr. Rajen Koley, Mentor-CE
8. Dr. Sourav Kar, HOD-DESH
9. Mr. Debayan Nandi, HOD-MBA
10. Mr. Mithun Roy, Asstt. Prof.

Sl. No.	Agenda	Discussion	Proposals
1.	Exchange of Bijoya Greetings	Bijoya Greetings exchanged in the meeting	All the members present in the meeting heartily exchange Bijoya Greetings amongst each others.
2.	Review of Current status of Academics based on syllabus yet to be covered No. of Classes available, need of extra classes, identification of lagging students, remedial classes etc.,	Detailed discussion have been held in the meeting regarding the agenda	<ul style="list-style-type: none"> All HODs submitted the syllabus coverage status, No. of classes available, need of extra classes and identification of lagging students with remedial classes requirements for them to Dean (E & T) in printed format. B. Tech Lateral students required some extra classes where dedicated schedule for all subjects will be mentioned. For all streams new formats of marks distribution will be followed for CA-3 & CA-4 as directed by Director Sir. All students received less than 40% marks combining CA-1 & CA-2 are identified as weak students in every stream. Separate classes will be conducted for these weaker students as doubt clearing session during tutorial periods. As per the revised Academic Calendar of MAKAUT last date of CA-4 will be 30th November, 2019. Hence the 2nd Internal Examination as a part of CA-4 will be conducted by Central Examination Cell from 19th to 22nd November, 2019 where neutral invigilators will be involved to maintain the transparency.
3.	Deciding if college needs to be open on extra days or for extra hours	Discussion have been held in the meeting.	Internal Examination (CA-1 and CA-2) for B. Tech Lateral students need to be conducted on odd Saturdays to avoid additional academic losses.
4.	Fixing a scheduled for HODs to go to the classes and meet the students to know the subjects in which they are	Agenda discussed in the meeting	The visit of HODs in different classes to get the students feedback on different subject related issues will be collected and forwarded to the Academic Coordinator.

Sl. No.	Agenda	Discussion	Proposals
	uncomfortable to face MAKAUT Examinations.		
5.	Miscellaneous		
	1. Student Feedback from the Office of the Administration	After discussion it has been resolved in the meeting	<ul style="list-style-type: none"> That the students feedback will be taken before 2nd Internal by the Director SIT and Dean (E&T) himself. That Dean (E & T) is going to frame a new student feedback format/questionnaire which will be finalized after discussion with the HODs in a separate meeting for the next semester. That On or before 18th October, 2019 all HODs are required to submit a list of students having more than 60% of attendance subject wise in a semester to Dean (E & T). Students feedback will be taken from the above mentioned students only
	2. Self Assessment Format for Faculty Members	Discussed in presence of the members	Dean (E & T) is going to frame a Self Assessment Format for the faculty members which will carry the feedback of concerned HODs and Dean.
	3. Induction Program for B. Tech (1 st Year)	Discussion have been held in the meeting	To avoid maximum academic losses Dean (E & T) proposed to conduct the induction program in one week from next academic year.
6.	Date of Next Meeting	Agenda discussed in the meeting	Date of Next Meeting will be on 1 st Week of November, 2019

Note: All the above proposals subject to approval of the Director-SIT.



Dean (E & T)
Siliguri Institute of Technology

Date: 30/09/2019	Venue: Conference Room, SIT
Time: 1.30 P.M	

Members Present:

1. Dr. S. Ray Chaudhuri, Director (In the chair)
2. Mr. J. B. Basu, HOD, EE (Jt. Co-ordinator)
3. Dr. S. Kar, HOD, DESH
4. Mr. A. Mukherjee, HOD, CSE/IT
5. Mr. D. Nandi, HOD, MBA
6. Mr. M. Parai, In-charge, ECE
7. Mr. S. Debnath, In-charge, CE
8. Mrs. Tumpa Banerjee, In-charge, MCA

The following issues are discussed and finalized:

1. **Action taken report:** Action taken report on the issues of the meeting held on 14/06/2019 discussed, and found in order
2. **Review of 1st Internal Examination**
 - a. All the HODs and In-charges informed that the first internal examination were conducted smoothly as per the schedule mentioned in the Academic Calendar.
 - b. The result for the same will be published by the concerned departments on or before 30.09.2019 evening and the same will be notified in the departmental notices board.
3. **Continuous Assessment 2 :**
 - a. As per the notification by MAKAUT the marks will be uploaded by the concerned faculty members within 01.10.2019.
 - b. A general guideline for the CA3 & CA4 were discussed in the house and honorable Director suggested few amendments in the existing pattern of conducting CAs.
4. **Any other issues with the permission of the chairman**
 - a. Daily attendance of the classes need to be uploaded in the official WhatsApp group by the HODs and In-charges from the 2nd period at the end of the day.
 - b. All pending vocational Training of B.Tech 7th semester need to completed asap by the Training – Placement Dept in consultation with the respective HODs and In-charges. From next Academic Year all vocational training must be conducted immediately at the end of the MAKAUT semester end examinations.

To ensure student attendance in the technical trainings feedback from the students need to be taken before fixing up any training on any specific functional areas, after checking the availability of the subject matter expert. During the training on 2nd day a set of feedback from the student need to be taken and if any discrepancy found in the quality of the trainer or in the content of the training module then immediately replacement of the trainer will be initiated to the training provider.

- c. For the quality enhancement of the faculty members honorable Director advised all the HODs and In-charges to motivate the faculty members to upgrade themselves by
- (i) Enrolling and completing the certification program on various MOOCs provided by NPTEL/ EDEX/CourseEra etc.
 - (ii) Faculty members not having PhD need to be enrolled in PhD program. If required necessary support will be provided to enroll in Sister Nivedita University.
 - (iii) Faculty members having PhD should pursue Post-Doctoral works.

The next meeting of the Academic committee (AICTE) will be held on 25.10.2019 at 1.30 pm

The meeting ended conveying thanks to the chair.

Sd/-

Dr. S. Ray Chaudhuri,

Director, SIT & Chairperson, Academic Committee (AICTE)

Date: 14/06/2019	Venue: EE Seminar Hall, SIT
Time: 1.30 P.M	

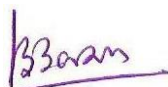
Members Present: As per the attached sheet

The following issues are discussed and finalized:

1. **Action taken report:** Action taken report on the issues of the meeting held on 20/05/2019 discussed, followings are noted.
 - a. **Activity calendar of all departments for the forthcoming semesters:** All the HODs/In-charges informed that the draft activity calendar of the department for the forthcoming semesters has been prepared. The same will be finalised once the University Academic calendar and in turn the Institute Academic calendar is published.
 - b. **Subject distribution** - All the HODs/In-charges informed that the same has been completed for the 1st Sem & 3RD Sem (except EE, as the new syllabus is yet to be published by MAKAUT).
2. **Status of University marks submission:** All the HODs/In-charges informed that the same has been completed within the deadline.
The points earned by the students of 8th sem for MAR has also completed. All were requested to comply the guideline of MAKAUT as notified vide ref. COE/MAKAUT/EXAM/EVEN/UG/MAR/01/2019 dated 10.06.2019. They were also requested to complete all the process by 18.06.2019.
3. **Planning for the forthcoming semesters:** It was proposed that the classes for the continuing batch will commence from 15.07.2019.
For newly admitted batch of all programs, it is recommended that the Induction program may be conducted as per the previous year. The concerned HODs/In-charges are requested to take preparations accordingly.
4. **Planning for the T&P activities:** To improve the placement a detailed planning for continuous grooming of the students are proposed which is enclosed herewith. The planning is for the forthcoming odd semesters. A similar planning will be prepared for the even semesters shortly. The current proposal for the odd semester may be implemented after getting necessary approval from the authority.
5. **Any other issues with the permission of the chairman :**
All the HODs/In-charges are requested to submit the requirements if any for the new syllabus (3rd Sem) as prescribed by MAKAUT on 10.06.2019 to the Director, SIT at the earliest for smooth conduction of the classes.

The next meeting of the Academic committee (B. Tech.) will be held on 20.07.2019 at 1.30 pm

The meeting ended conveying thanks to the chair.



Mr.J.B.Basu

Co-ordinator, Academic Committee (B. Tech.)


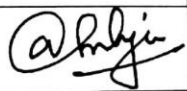

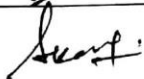
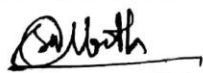

LONG TERM PRE-PLACEMENT TRAINING PROPOSAL

The long term Pre-Placement Training is to be provided to all 1st year, 2nd year and 3rd year students from the beginning of their semester itself during their regular classes where 1 hour time is to be allotted for training in a week. The training will be conducted under the supervision of T&P Cell in association with the concerned department. The main purpose of the training is to impart skills such as aptitude, reasoning, technical and soft skills that would aid in the employability of the students.

The planning for the odd semesters are as follows:

Semester	Sl.	Topic	Hour(s)
1st	1	Career Planning/Ice Breaking/SWOT analysis	2 Hrs
	2	Grooming and Discipline/ Attitudes/Team Building	2 hrs
	3	Career Planning	1 hrs
	4	Time Management/ Stress Management	2 hrs
	5	Communication Skills/ Listening Skills	3 hrs
3rd	1	Communication Skills/ Listening Skills	3 hrs
	2	Reaching your Potential/ Priority Settings	1 hrs
	3	Project building/Importance of Projects in placements	1 hrs
	4	Reasoning Skills	1 hrs
	5	General, English & Quantitative Aptitude	4 hrs
5th	1	General Aptitude	3 hrs
	2	Quantitative Ability - Arithmetic - 1	3 hrs
	3	Quantitative Ability - Arithmetic - 2	3 hrs
	4	Quantitative Ability - Algebra	3 hrs
	5	Quantitative Ability - Modern Maths	3 hrs

Attendance of the meeting of the Academic Committee (B.Tech) held on 14/05/2019 at 1.30 pm.

Sl. No.	Name	Designation	Dept.	Signature
1.	MANAS KR. FARM	Asst. Prof. & In-charge	ECE	
2.	ANUPAM MUKHERJEE	Asst. Prof. & HOD	CSE/IT	
3.	Suhashis Ghosh	Executive	Tand P	
4.	Dr. Soumen Kar	Asst. Prof. & HOD	DESH	
5.	Shubhanshu Deb Nath	Asst. Prof. & In-charge	Civil	
6.	J. B. Bora	Asst. Prof. & HOD	EE	

Date: 20/05/2019	Venue: Conference Room, SIT
Time: 1.30 P.M	

Members Present: As per the attached sheet

The following issues are discussed and finalized:

- 1. Action taken report:** Action taken report on the issues of the meeting held on 22/04/2019 discussed and is found satisfactory.
- 2. University examinations:** All the HODs/In-charges informed that the Lab examination has been completed successfully. They were also requested to complete the evaluation of answer scripts of Lab exam and keep the sessional/Lab/internal marks ready for online submission in the University portal.

All the HODs/In-charges were requested to extend their support to the Exam Cell for smooth conduction of the theory examination.

- 3. Activity calendar of all departments for the forthcoming semesters:** All the HODs/In-charges were requested to prepare a draft activity calendar of the department for the forthcoming semesters. The same may be finalised once the University Academic calendar and in turn the Institute Academic calendar is published.
- 4. Academic planning for the forthcoming semesters:** For the forthcoming odd semesters followings are planned
 - Subject distribution** - All the HODs/In-charges were requested to do the same except for the 1st Sem & 3rd Sem
 - Preparation of class routine** – Following committee has been formed to prepare the Routine for the forthcoming semesters.

Co-ordinator :

Mr. Mithun Roy – CSE

Members :

Mr. D. Kundu – IT
 Mr. P. Bhaduri – DESH
 Mrs. S. Mandal – ECE
 Mr. M. Das – CE
 Mr. S. Roy – EE
 Dr. D. Saha – MBA

- The attendance & course coverage record will be submitted as per the following schedule

Report	From – to	Submission by
1 st	Beginning of sem–31.07.2019	05.08.2019
2 nd	01.08.2019 – 31.08.2019	05.09.2019
3 rd	01.09.2019 – 30.09.2019	04.10.2019
4 th	01.10.2019 – 30.10.2019	05.11.2019
Final	01.11.2018 – End of sem	05.12.2019

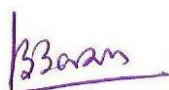
- *Technical/FSP training:* Member T&P was requested to do the needful for smooth conduction of the trainings.
- *1st Year (newly admitted batch) :* The academic activities will be done in line with the planning followed in the last session. HOD, DESH was requested to do the needful for the same.

5. Any other issues with the permission of the chairman:

- **Special lectures on course curriculum:** All the HODs were requested to submit the proposals within the stipulated date as mentioned during the Meeting with Director on 17.05.2019.


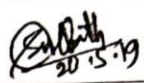


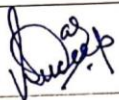

The next meeting of the Academic committee (B. Tech.) will be held on 14.06.2019 at 1.30 pm

The meeting ended conveying thanks to the chair.



Mr.J.B.Basu
Co-ordinator, Academic Committee (B. Tech.)

Attendance of the meeting of the Academic Committee (B.Tech) held on 20/05/2019 at 1.30 pm.

Sl. No.	Name	Designation	Dept.	Signature
1.	Debjyoti Guha	Asst. Prof	CSE/IT	
2.	SHAKYASEN DEBNATH	Asst. Prof.	Civil	 20.5.19
3.	MANAS KR. PARAI	Asst. Prof & In-charge	ECE	
4.	Dr. S. Kay.	Asst. Prof & In-charge	DESH	
5.	Sudeep Das.	TPO	TZP	
6.	J. B. Baran	Asst. Prof & HOD	EE	

Minutes of the meeting of the Academic Committee (B.Tech) held on 20/02/2019

Members Present: As per the attached sheet

The following issues are discussed and finalized:

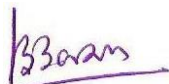
1. **Action taken report:** Action taken report on the issues of the meeting held on 21/01/2019 are discussed. Observations/discussions on the following points were noted.
 - a. **Department Activity Calendar** – All the HODs have informed that the department activity calendar has been prepared and is being followed accordingly.
 - b. **Letter to the Guardians** – All the HODs have informed that a formal letter to all the guardians have been sent mentioning the major department activities, date for the PTM & Last date for clearing the fees.
2. **Reports on attendance & Subject coverage:** A brief report on the same was presented by all the HODs. All the HODs were requested to strictly follow the guidelines on academic monitoring as mentioned in the MOM with Director, Administrator along with all HODs held on 04.02.2019.
3. **Preparation for 1st Internal Examination:** All the HODs informed that the schedule for 1st internal will be notified to the students by 22.02.2019. Preparation for the 1st internal is in progress as per the guidelines.

The Result for the 1st Internal Examination will be published on or before 15.03.2019.
4. **Any other issues with the permission of the chairman:** The Coordinator, MAKAUT Nodal Centre discussed about conducting the Spoken Tutorial for the 1st, 2nd & 3rd Year students and FDP program. It was decided that all the registration for the same will be completed by 28.02.2019. Respective departmental co-ordinator for spoken tutorial will monitor the registration process. A formal notification on the same will be made by the Coordinator, MAKAUT Nodal Centre. The courses on the spoken tutorial will be conducted during lab classes. All the off-line materials as available will be provided to the students for their training. The test on the courses will be held in the month of May' 2019.

The Co-ordinator also informed that the University has appreciated the Institute's performance & participation in the Spoken Tutorial conducted in the last session.

The next meeting of the Academic committee (B. Tech.) will be held on 16.03.2019 at 1.30 pm

The meeting ended conveying thanks to the chair.



Mr.J.B.Basu
Co-ordinator, Academic Committee (B. Tech.)

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