

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.

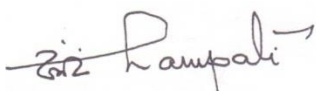
Invitee Members All Mentors of the Departments
All Departmental Coordinators
Officer-In-Charge, Examination
Dr. B. Adhikari (Das), Assoc. Prof.
Dr. Sanjib Bhattacharya, Asstt. Prof.
Librarian
Officer- T & P

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

SILIGURI INSTITUTE OF TECHNOLOGY

Date: 9th July, 2019

Ref. No: Admin/2019/03/609

CIRCULAR

This is to inform all concerned that for smooth conduction of the academics activities for **NON-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.

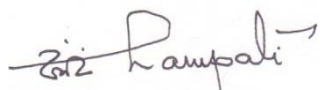
Chairperson	Principal
Advisory Members	Dean Administrator All Departmental Heads
Coordinator	Dr. Srijib Shankar Jha, Asso. Prof.
Jt. Coordinator	Mr. Suprotim Sarkar, Asstt. Prof. Ms. Paramita Chowdhury, Asstt. Prof.
Invitee Members	All Mentors of the Departments All Departmental Coordinators Officer-In-Charge, Examination Representative from R & D Cell 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.



Authorized Signatory

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

SILIGURI INSTITUTE OF TECHNOLOGY

C I R C U L A R

Date: 9th July, 2019

Ref. no. : Admin/2019/03/610

This is to inform all concerned that a **Committee for NAAC** has been formed for smooth completion of all the works related to NAAC. The formation of the committee is as follows:

Chairperson	Director
Vice-Chairperson	Dean
Advisory Members	Administrator HOD-CSE HOD-IT HOD-ECE HOD-EE HOD-CE HOD-DESH HOD-MBA
Jt. Coordinator	Dr. Banani Adhikari Das, Asso. Prof. Mr. Mithun Roy, Asstt. Prof.
Member	Dr. Subhajit Dawn, Asstt. Prof. Ms. Santana Guha, Asstt. Prof. Mr. Sudeep Das, TPO Mr. Plabon Roy, Sr. Project Manager Mr. Pinaki Sarkar, Librarian Mr. Sujit Chatterjee, Admin Mr. Kallol Dutta, Admin Mr. Kaushik Chakraborty, Admin. Mr. Sanjit Jha, Admin

Tenure: upto 30.06.2019

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: Vice-Chairperson, Advisory Members, Jt. Coordinator & Members

SILIGURI INSTITUTE OF TECHNOLOGY

CIRCULAR

Date: 9th July, 2019

Ref. no. : Admin/2019/03/611

This is to inform you that an **NSS Committee** has been formed with the following objective and members.

Objectives:

- ✓ Understand the community in which they work.
- ✓ Understand themselves in relation to their community.
- ✓ Identify the needs and problems of the community and involve them in problem-solving.
- ✓ Develop among themselves a sense of social and civic responsibility.
- ✓ Utilize their knowledge in finding practical solutions to individual and community problems.
- ✓ Develop competence required for group-living and sharing of responsibilities.
- ✓ Gain skills in mobilizing community participation.
- ✓ Acquire leadership qualities and democratic attitudes.
- ✓ Develop capacity to meet emergencies and natural disasters.
- ✓ Practice national integration and social harmony.
- ✓ Prepare a yearly report of the activities held.

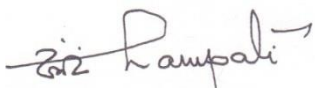
Chairperson:	Director
Advisory Members	Dean Administrator All Departmental Heads
Jt. Coordinator	Mr. Rajeeb Chhetri, Asstt. Prof. Mr. Deb Shekhar Laha, Asstt. Prof.
Member	Mr. Ratnankur Majumder, Asstt. Prof. Mr. Hrishikesh Roy, Asstt. Prof. Mr. Apurba Chakraborty, Asstt. Prof. Ms. Rimni Chakraborty, Asstt. Prof. Mr. Anup Dutta, Admin Mr. Pankaj Paul, Games & Sports Instructor

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, Jt. Coordinator & Members

SILIGURI INSTITUTE OF TECHNOLOGY

Date: 9th July, 2019

Ref. No: Admin/2019/03/612

CIRCULAR

This is to inform all concerned that the **Examination Committee** has been formed for smooth conduction of MAKAUT Even Semester Examination in the Institute.

Chairperson Director

Advisory Members

Dean
Administrator
All Departmental Heads

Officer-In-Charge Mr. Sukanti Kishore Bhattacharya, Asstt Prof.

Jt. Supervisor Dr. Somnath Mandal, Asstt. Prof.
Mr. Arup Das, Asstt. Prof.

Members

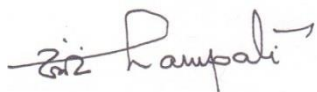
Ms. Swagata Nath, Asstt. Prof.
Ms. Sampa Das, Asstt. Prof.
Ms. Sharmistha Mondal, Asstt. Prof.
Mr. Subrata Dey, Asstt. Prof.
Ms. Pooja Barma, Asstt. Prof.
Mr. Soumendu Golui, Asstt. Prof.
Mr. Nilanjan Das, TA
Mr. Sanjib Chatterjee, Sr. O.A.
Mr. Pankaj Sarkar, L.A
Mr. Saikat Singha, T.A.

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, Officer-In-Charge, Jt. Supervisors & Members

SILIGURI INSTITUTE OF TECHNOLOGY

CIRCULAR

Date: 9th July, 2019

Ref. No: Admin/2019/03/613

This is for the information of all concerned that a “**Student Welfare Committee**” is formed with the following roles and responsibilities.

Roles and Responsibilities of Student Welfare Committee

1. Scrutinize the applications received from the students for scholarships and recommend them to the management.
2. Online verification of different scholarship applications of students.
3. Review the requests received from the students and recommend them to the various levels for financial support to deserving students due to death of only earning member or any other reason to continue their study.
4. Provide transport facility to the students.
5. Ensure provision of sufficient drinking water in the college premises, availability of First Aid center and maintain cleanliness in the campus.

Chairperson Director

Advisory Members Dean
Administrator
All Heads of the Departments

Coordinator Dr. Sourav Kar, Asstt. Prof.

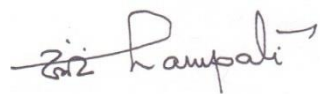
Members
Mr. Rajeeb Chetri, Asstt. Prof.,
Mr. Sukanti Kishor Bhattacharya, Asstt. Prof.
Mr. Kallol Dutta, Admin
Mr. Kaushik Chakraborty, Admin
Mr. Sanjit Jha, Admin

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 & Members

SILIGURI INSTITUTE OF TECHNOLOGY

Date: 9th July, 2019

Ref. No: Admin/2019/03/614

CIRCULAR

This is to inform all concerned that for smooth operation of all the hostel activities a “**Hostel Monitoring Committee**” has been constituted. The committee will act as per following guidelines:

- ✎ To monitor all the activities of the students residing in the Hostels.
- ✎ To monitor and ensure the smooth operation of the hostels in consultation with the concerned persons.
- ✎ To look after that the students maintain the code of conduct of the hostels.
- ✎ To check the various registers maintained from time to time.
- ✎ To maintain overall ambiance of the hostels premises.
- ✎ To ensure proper maintenance of the rooms and hostels premises.
- ✎ To monitor and guide in smooth running of the Mess and maintaining the quality of the Food.
- ✎ Frequent visit to the hostel to solve the day to day problems of the students, if any.
- ✎ To submit report to the administration for solving the issues, if any.
- ✎ Any other matter which is in opinion of the committee for upheld the standard of the hostels.
- ✎ Implementation of Co-curricular and Extra-curricular activities in hostels.

Chairperson Director

Advisory Members Dean
 Administrator
 All Heads of the Departments

Coordinator Dr. Susanta Kumar Saha, Asstt. Prof.

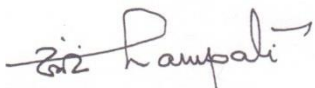
Members Mrs. Sathi Ball, Asstt. Prof.
 Mr. Saikat Singha, LA
 Mr. Partha Pratim Ghosh, Admin
 Mr. Bikram Bhattacharya, Admin
 Ms. Anamika Pradhan, Admin

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. Coordinator & Members

SILIGURI INSTITUTE OF TECHNOLOGY

Date: 9th July, 2019

Ref. No: Admin/2019/03/615

CIRCULAR

This is to inform all concerned that for smooth conduction of classes a “**Class Monitoring Committee**” has been constituted. The committee will act as per following guidelines:

- ✎ To monitor the attendance of the students in every class.
- ✎ To monitor the holding of classes (both theory & practical).
- ✎ Stoppage of students loitering outside the classroom during class hours.
- ✎ To boost up the students for regular classes.
- ✎ To arrange remedial/special classes as per requirement to minimize the backlog.
- ✎ To guide the students in the area of Innovation, Entrepreneurship.
- ✎ To receive feedback from the students for remedial measures.
- ✎ To take appropriate measures for converting the weaknesses into strength as a whole.
- ✎ To organise meetings of the committee as per guideline.
- ✎ To prepare the fortnightly reports and submit to the undersigned for further process.
- ✎ Any other matter which is in opinion of the committee for upheld the standard of the institute.

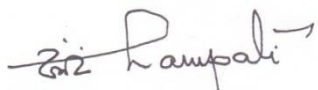
Chairperson	Director
Advisory Members	Administrator All Departmental Heads
Coordinator	Dean
Jt. Coordinator	Dr. Srijib Shankar Jha, Asso. Prof. Dr. Subhajit Dawn, Asstt. Prof.
Members	Dr. Sanjib Bhattacharya, Asstt. Prof. Mr. Debaditya Kundu, Asstt. Prof. Mr. Rajen Koley, Asstt. Prof. Mr. Govind Baibhaw, Asstt. Prof. Ms. Paramita Chowdhury, Asstt. Prof.

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 & Members

SILIGURI INSTITUTE OF TECHNOLOGY

Date: 9th July, 2019

Ref. No: Admin/2019/03/616

CIRCULAR

This is to inform all concerned that for smooth conduction of classes a “**Class Monitoring Committee**” (**NON-AICTE Courses**) has been constituted. The committee will act as per following guidelines:

- ✎ To monitor the attendance of the students in every class.
- ✎ To monitor the holding of classes (both theory & practical).
- ✎ Stoppage of students loitering outside the classroom during class hours.
- ✎ To boost up the students for regular classes.
- ✎ To arrange remedial/special classes as per requirement to minimize the backlog.
- ✎ To guide the students in the area of Innovation, Entrepreneurship.
- ✎ To receive feedback from the students for remedial measures.
- ✎ To take appropriate measures for converting the weaknesses into strength as a whole.
- ✎ To organise meetings of the committee as per guideline.
- ✎ To prepare the fortnightly reports and submit to the undersigned for further process.
- ✎ Any other matter which is in opinion of the committee for upheld the standard of the institute.

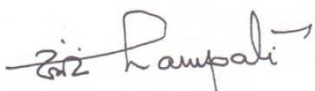
Chairperson	Principal
Advisory Members	Dean Administrator All Departmental Heads
Coordinator	Dr. Srijib Shankar Jha, Prof.
Jt. Coordinator	Mr. Supratim Sarkar, Asstt. Prof. Ms. Paramita Chowdhury, Asstt. Prof.

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. Coordinator is advised to incorporate members as per the requirement. However, the tenure of the Committee members may be changed if required as per the discretion of the Director 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.



Authorized Signatory

Copy to: Advisory Members, Coordinator, Jt. Coordinators

SILIGURI INSTITUTE OF TECHNOLOGY

CIRCULAR

Date: 9th July, 2019

Ref. No: Admin/2019/03/619

This is to inform all concerned that as per All India Council for Technical Education (Establishment of Mechanism for Grievance Redressal) Regulations, 2012, F. No. 37-3/ Lega112012, dated 25.05.2012 a **Grievance Redressal Committee** has been formed for the forthcoming academic session; the members of the committee are as follows:

Guidelines:

1. To develop an organisational framework to resolve Grievances of Students and other stakeholders
2. To ensure a democratic environment in the campus,
3. To acquaint all the teacher-trainees about their rights and duties,
4. To provide the Students access to immediate, hassle free recourse to have their Grievances redressed
5. To ensure the qualitative as well as quantitative development of the institution through the grievance and Redressal cell.
6. To enlighten the Students on their duties and responsibilities to access benefits due under the policies
7. To solve the various personal and educational related grievances of the teacher-trainees.
8. To establish structured interactions with Students to elicit information on their expectations
9. To identify systemic flaws in the design and administration of various issues and to seek solutions thereon, and
10. To make the institution student friendly.
11. To monitoring mechanism to oversee the functioning of the Grievance Redressal Policy.

Chairperson Director

Advisory Members Administrator
All Departmental Heads

Coordinator Dean

Jt. Coordinator Dr. Manas Saha, Asstt. Prof
Mr. Debayan Nandi, Asst. Prof.

Members:

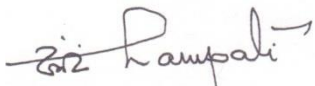
Dr. Sanjib Bhattacharya, Asst. Prof.
Ms. Aditi Sengupta, Asstt. Prof.
Ms. Santana Guha, Asst. Prof.
Mrs. Anamika Pradhan, Admin

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 & Members

SILIGURI INSTITUTE OF TECHNOLOGY

CIRCULAR

Date: 9th July, 2019

Ref. no. : Admin/2019/03/620

This is to inform you that an **Industry-Institute Partnership and Entrepreneurship Cell** has been formed with the objective to reduce the gap between industry expectations and academic offerings by direct involvement of industry to attain a symbiosis alongwith the following guidelines and members.

Guidelines:

- To organise Orientation programme to enhance proficiency in English language, improve communications skill and focus and personality development.
- To organize lectures by inviting eminent personalities and academics at regular intervals to update the knowledge of the students.
- To organise open houses personality development workshops, competitions among students to test the degree of their learning.
- To monitor that the cell is functioning smoothly.
- To enable the students acquire the necessary skills for observing the concepts taught in the classroom by solving projects in industries.
- To take up consultancy work in the nature of diagnosis and solving them using the expertise of the faculty and students.
- To encourage the students to visit a wide range of industries and technical exhibitions to keep them abreast of the scenario prevailing in their field of study.
- Motivating students for the Entrepreneurship activities.
- To maintain the proper documentation.

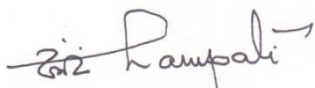
Chairperson:	Director
Advisory Members	Administrator All Departmental Heads
Coordinator	Dean
Jt. Coordinator	Dr. Banani Adhikari (Das), Asso. Prof. Dr. Sanjib Bhattacharya, Asstt. Prof.
Member	Officer- (Training & Placement)

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. Coordinator is advised to incorporate members as per the requirement. However, the tenure of the Committee members may be changed if required as per the discretion of the Director 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 & Members

SILIGURI INSTITUTE OF TECHNOLOGY

C I R C U L A R

Date: 9th July, 2019

Ref. no. : Admin/2019/03/621

This is to inform you that a **Research & Development Committee** has been formed with guidelines and members.

Guidelines:

- ✓ The development and enhancement of the Institute's research activities.
- ✓ Motivate all Faculties to pursue research in their respective areas of expertise.
- ✓ Consultancy activities related to R&D.
- ✓ Monitor the application of Research Funds to ensure that the funds are properly and formally accounted for.
- ✓ Look after the process for projects grants from the different funding agencies like AICTE, UGC, and DST etc.
- ✓ Maintaining the proper data.

Chairperson:	Director
Advisory Members	Administrator All Departmental Heads
Coordinator	Dean
Jt. Coordinators	Dr. Sanjib Bhattacharya, Asstt. Prof. Dr. Subhajit Dawn, Asstt. Prof
Invitee Member	Dr. Banani Adhikari (Das), Asso. Prof.

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. Coordinator is advised to incorporate members as per the requirement. However, the tenure of the Committee members may be changed if required as per the discretion of the Director 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 & Members

SILIGURI INSTITUTE OF TECHNOLOGY

CIRCULAR

Date: 9th July, 2019

Ref. No. : Admin/2019/03/622

This is to inform all concerned that as per Section 4 All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievance in Technical Institution) Regulation, 2016 a **Women's Grievance Redressal Committee** has been formed for the forthcoming academic session; the members of the committee are as follows:

Guidelines:

- To publicize the existence of the committee as nodal point of reporting of any sexual harassment of girls students, lady staff and faculty members.
- Organizing awareness programmes, inviting speakers from outside.
- Receiving calls and reports from harassed girls/lady and prima facie investigation to collect evidence of harassment.
- Reporting to Director for bigger investigation (internal/external) and punitive actions.
- Maintain appropriate data and record

Chairperson Ms. Santana Guha, Asstt. Prof.

Advisory Members Director
Dean
Administrator
All Departmental Heads

Jt. Coordinator Ms. Paramita Chowdhury, Asstt. Prof.
Ms. Sathi Ball, Asstt. Prof.

Members
Mr. Rajeeb Chetri, Asstt. Prof.
Dr. Manjima Bhattacharya, Asstt. Prof.
Mrs. Archita Ganguly, T.A
Mrs. Anamika Pradhan, Admin

Advocate Mr. Sudipta Sen

NGO Representative

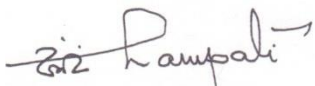
Mrs. Shysmashree Choudhury, West Bengal Voluntary Health Association

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: Chairperson, Advisory Members, Jt. Coordinators & Members

SILIGURI INSTITUTE OF TECHNOLOGY

CIRCULAR

Date: 9th July, 2019

Ref. No: Admin/2019/03/623

A **Library Advisory Committee** has been constituted in the institute to look after:

- The grievances of students.
- Improvement in the working of library
- Requisition of new books and journals complying AICTE/WBUT requirements within budgetary constraints.
- Rationalization of Manpower utilization.
- Suggestion scope of future development.
- Entire preparation of NBA/NAAC.

Chairperson Director

Advisory Members Administrator
All Departmental Heads

Coordinator Dean

Jt. Coordinator Dr. Sourav Kar, Asstt. Prof.
Mr. Pinaki Sarkar, Librarian

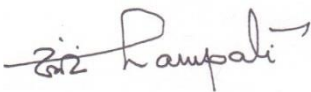
Members
Mr. Debojyoti Misra, Asstt. Prof.
Ms. Papia Ghosh, Asstt. Prof.
Mr. Asit Barman, Asstt. Prof.
Ms. Banhisikha Das, Asstt. Prof.
Ms. Swagata Nath, Asstt. Prof.
Ms. Tumpa Banerjee, Asstt. Prof.
Mr. Apurba Chakraborty, Asstt. Prof.

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, Coordinators, Jt. Coordinators & Members

SILIGURI INSTITUTE OF TECHNOLOGY

CIRCULAR

Date: 9th July, 2019

Ref. No: Admin/2019/03/624

This is to inform all concerned that **Games and Sports Committee** has been formed with the following guidelines and members.

Guidelines

- To organize internal & external Games and Sports events.
- To motivate the students for extra-curricular activities.
- Maintain appropriate data and records.

Chairperson Director

Advisory Members Dean
 Administrator
 All Departmental Heads

Jt. Coordinator Mr. Sudip Kumar Ghosh, Asstt. Prof.
 Mr. Anup Dutta, Admin

Members
 Mr. Somnath Dutta, Asstt. Prof.
 Ms. Debarati Mitra, Asstt. Prof.
 Mr. Mahadeb Das, Asstt. Prof.
 Mr. Pinaki Bhaduri, Asstt. Prof.
 Ms. Sneha Saha, Asstt. Prof.
 Ms. Debalina Raha, Asstt. Prof.
 Mr. Pankaj Paul, Games & Sports Instructor

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, Jt. Coordinators & Members

SILIGURI INSTITUTE OF TECHNOLOGY

CIRCULAR

Date: 9th July, 2019

Ref. No: Admin/2019/03/625

This is to inform you that a **Tech Management Fest Committee** has been formed with guidelines and members.

Guidelines :

1. To organise technical festivals for the students and to encourage them to design, develop and display innovative projects.
2. To organise similar festivals for students of our SIT model schools and other reputed schools in Siliguri and adjacent areas with the objective to promoting the brand name of SIT among them.
3. Maintain appropriate data and records.

Chairperson

Director

Advisory Members

Dean
Administrator
All Departmental Heads

Jt. Coordinators

Mr. Sukanti Kishor Bhattacharya, Asstt. Prof.
Dr. Sourav Kar, Asstt. Prof.

Members

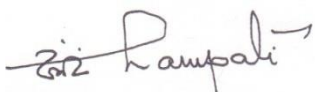
Mr. Rajen Koley, Asstt. Prof.
Mr. Apurba Chakraborty, Asstt. Prof.
Mr. Sathi Ball, Asstt. Prof.
Mr. Pinaki Bhaduri, Asstt. Prof.
Ms. Anjali Sarkar, Asstt. Prof.
Ms. Lily Chandra Dey, Asstt. Prof.
Mr. Debabrata Das, TA
Mr. Mrinal Das, TA

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, Jt. Coordinators & Members

SILIGURI INSTITUTE OF TECHNOLOGY

CIRCULAR

Date: 9th July, 2019

Ref. No: Admin/2019/03/626

This is to inform you that a **Cultural Committee** has been formed with guidelines and members.

Guidelines :

- To identify talents among students for different performing arts e.g. Singing, Dancing, Drama, Recitation etc.
- Motivating students and facilitating them to perform.
- Planning, organising and monitoring cultural programmes of the college smoothly.
- Prepare the budget for the programme and approve the budget from the appropriate authority.
- Maintain appropriate data and records.

Chairperson

Director

Advisory Members

Dean
Administrator
All Departmental Heads

Jt. Coordinator

Mr. Sukanti Kishor Bhattacharya, Asstt. Prof.
Dr. Sourav Kar, Asstt. Prof.

Members

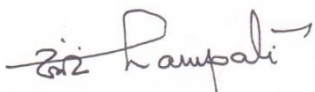
Mr. Rajib Chhetri, Asstt. Prof.
Mr. Dipak Saha, Asstt. Prof.
Mrs. Jayashree Singha, Asstt. Prof.
Mr. Satadal Chakraborty, Asstt. Prof.
Mr. Debajyoti Guha, Asstt. Prof.
Mr. Subhajit Roy, Asstt. Prof.
Ms. Anindita Sinha, Asstt. Prof.
Mr. Mahadeb Das, Asstt. Prof.
Mr. Sujit Chatterjee, Asstt. Manager, HR & Admin
Mr. Partha Pratim Ghosh, Admin

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, Jt. Coordinators & Members

SILIGURI INSTITUTE OF TECHNOLOGY

Date: 9th July, 2019

Ref. No: Admin/2019/03/627

CIRCULAR

This is to inform all concerned that for smooth conduction of the Admission process in the Institute, an **Admission Committee** has been constituted. The committee will act as per following guidelines:

Chairperson	Director
Advisory Members	Dean All Departmental Heads
Coordinator	Mr. J. Guha, Administrator
Jt. Coordinators	Mr. Anindya Basu, TA Mr. Somnath Banerjee, Admin
Members	Mr. Mithun Roy, Asstt. Prof. Ms. Asit Barman, Asstt. Prof. Mr. Koushik Chatterjee, Asstt. Prof. Mr. Bidyut Das, Asstt. Prof. Mr. Shomnath Dutta, Asstt. Prof. Mr. Sayan Pal, Asstt. Prof. Mr. Bikiran Das, Asstt. Prof. Mr. Debayan Dey, Asstt. Prof. Mr. Mrinal Das, TA Mr. Kaushik Chakraborty, Admin Mr. Sanjit Jha, Admin Mr. Sujoy Paul, Admin Ms. Anamika Pradhan, Admin

Functions:

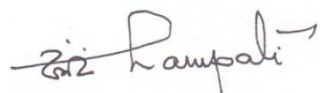
- To follow and maintain the rules/regulations/directives and procedures of the AICTE, UGC, MHRD and Govt. of West Bengal.
- To follow and maintain the guidelines of the University, DTE & other related regulatory bodies.
- To follow the admission counseling, tests, interviews at the institute level.
- Organize counseling and admission of students accordingly.
- To maintain the students data properly for onward transmission to the respective authority.

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, Jt. Coordinators & Members

SILIGURI INSTITUTE OF TECHNOLOGY

CIRCULAR

Date: 9th July, 2019

Ref. No: Admin/2019/03/628

This is to inform you that a **DISCIPLINARY COMMITTEE** has been formed with guidelines and members.

Guidelines :

- a. To take deterrent action for indiscipline/trouble monger in general.
- b. To co-opt representative from each department to look after day to day departmental matter of indiscipline.
- c. To reach the spot off trouble alongwith core committee members and concerned departmental representative, if situation escalate to a law and order problem and disperse students.
- d. To conduct investigation on the basis of first information report (in writing) by calling all concerned parties, taking their depositions both verbal and in writing and coming to conclusion in the matter of origin of an ugly incident and students responsible for initiating an development of the episode.
- e. To recommend disciplinary actions against erring students on the basis of level offence and involvement.
- f. Maintain appropriate data and records.

Chairperson

Director

Advisory Members

Dean
Administrator
All Departmental Heads

Jt. Coordinators

Dr. Manas Saha, Asstt. Prof.
Dr. Somnath Mondal, Asstt. Prof.

Members

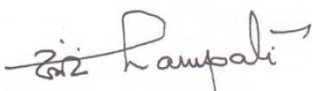
Dr. Banani Adhikari Das, Asso. Prof.
Officer- Training & Placement
Mr. Pinaki Sarkar, Librarian
Mr. Sujit Chatterjee, Admin

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, Jt. Coordinators & Members

SILIGURI INSTITUTE OF TECHNOLOGY

CIRCULAR

Date: 9th July, 2019

Ref. No: Admin/2019/03/629

This is to inform you that a **COLLEGE MAGAZINE COMMITTEE** has been formed with guidelines and members.

Guidelines:

- To collect and select suitable articles for the college magazine.
- To collect academic co-curricular and other college activities report for the college magazine.
- To collect the achievements of faculty and students for publish in the magazine.
- To collect and select the creativity of the faculty and students for the magazine.
- To do proof reading and editing of printed magazine for finalization.
- To publish the magazine in time.

Chairperson

Director

Advisory Members

Dean
Administrator
All Departmental Heads

Jt. Coordinator

Mr. Anupam Mukherjee, Asstt. Prof.
Mr. Deb Shekhar Laha, Asstt. Prof.

Members

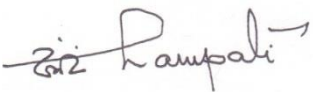
Mr. Rajeeb Chetri, Asstt. Prof.
Mr. Shakyasen Debnath, Asstt. Prof.

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. Coordinator is advised to incorporate members as per the requirement. However, the tenure of the Committee members may be changed if required as per the discretion of the Director 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

SILIGURI INSTITUTE OF TECHNOLOGY

Date: 9th July, 2019

Ref. No: Admin/2019/03/630

CIRCULAR

This is to inform all concerned that for smooth conduction of the Admission process in the Institute, an **Admission Committee (NON-AICTE Courses)** has been constituted. The committee will act as per following guidelines:

Chairperson	Principal
Advisory Members	Dean All Departmental Heads
Coordinator	Mr. J. Guha, Administrator
Jt. Coordinators	Dr. Srijib Shankar Jha, Asso. Prof. Mr. Suprotim Sarkar, Asstt. Prof.
Members	Mr. Avijit Datta, Asstt. Prof. Mr. Paramita Chowdhury, Asstt. Prof. Mr. Ratnankur Majumder, Asstt. Prof. Mr. Sougata Saha, Asstt. Prof. Mr. Rohit Kumar Roy, Asstt. Prof. Mr. Kaushik Chakraborty, Admin Mr. Sanjit Jha, Admin Mr. Sujay Paul, Admin Ms. Rupa Chatterjee, Admin Ms. Anamika Pradhan, Admin

Functions:

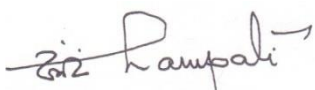
- To follow and maintain the rules/regulations/directives and procedures of the AICTE, UGC, MHRD and Govt. of West Bengal.
- To follow and maintain the guidelines of the University, DTE & other related regulatory bodies.
- To follow the admission counseling, tests, interviews at the institute level.
- Organize counseling and admission of students accordingly.
- To maintain the students data properly for onward transmission to the respective authority.

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, Jt. Coordinators & Members

SILIGURI INSTITUTE OF TECHNOLOGY

Date: 9th July, 2019

Ref. No. Admin/2019/03/631

CIRCULAR

This is to inform all concerned that for smooth conduction of the academic activities for **AICTE courses** a **Students Feedback Committee** has been constituted. The committee members are as following guidelines:

- ✓ To meet students (Department wise & Semester wise) once in a week
- ✓ Collect the feedback on the overall activities of the departments once in a semester.
- ✓ Processing of the Feedback received from Stakeholders
- ✓ Frame plan of action on the feedback received
- ✓ Holding monthly meeting on overall activities
- ✓ Ensure successful implementation of Grievance/Suggestion/Observation sought from stakeholders.
- ✓ Maintaining proper documentation and records.

Chairperson	Director
Advisory Members	Administrator All Head of the Departments
Coordinator	Dean
Jt. Coordinators	Dr. Sanjib Bhattacharya, Asstt. Prof. Dr. Somnath Mondal, Asstt. Prof. Dr. Ammlan Ghosh, Asstt. Prof.

Tenure: **Upto 30.06.2020**

Meetings: At least one meeting in a month addition to emergency meetings

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 Director 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

SILIGURI INSTITUTE OF TECHNOLOGY

Date: 9th July, 2019

Ref. No. Admin/2019/03/632

CIRCULAR

This is to inform all concerned that for smooth conduction of the academic activities for **Non-AICTE courses** a **Students Feedback Committee** has been constituted. The committee members are as following guidelines:

- ✓ To meet students (Department wise & Semester wise) once in a week
- ✓ Collect the feedback on the overall activities of the departments once in a semester.
- ✓ Processing of the Feedback received from Stakeholders
- ✓ Frame plan of action on the feedback received
- ✓ Holding monthly meeting on overall activities
- ✓ Ensure successful implementation of Grievance/Suggestion/Observation sought from stakeholders.
- ✓ Maintaining proper documentation and records.

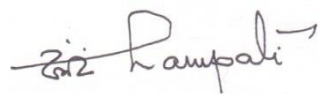
Chairperson	Director
Advisory Members	Administrator All Head of the Departments
Coordinator	Dean
Jt. Coordinators	Dr. Manas Saha, Asstt. Prof. Dr. Sourav Kar, Asstt. Prof. Dr. Srijib Shankar Jha, Asstt. Prof.

Tenure: **Upto 30.06.2020**

Meetings: At least one meeting in a month addition to emergency meetings

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 Director 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

SILIGURI INSTITUTE OF TECHNOLOGY

CIRCULAR

Date: 9th July, 2019

Ref. No: Admin/2019/03/633

A **Library Advisory Committee** has been constituted in the institute to look after:

- The grievances of students.
- Improvement in the working of library
- Requisition of new books and journals complying WBUT requirements within budgetary constraints.
- Rationalization of Manpower utilization.
- Suggestion scope of future development.

Chairperson Principal

Advisory Members Dean
 Administrator
 All Departmental Heads

Coordinator Dr. Srijib Shankar Jha, Asso. Prof.

Jt. Coordinator Mr. Supratim Sarkar, Asstt. Prof.
 Mr. Pinaki Sarkar, Librarian

Members Ms. Debarati Mitra, Asstt. Prof.
 Ms. Papiya Ghosh, Asstt. Prof.
 Ms. Debjani Mukherjee, Asstt. Prof.
 Mr. Sourav Das, Asstt. Librarian
 Ms. Dhriti Ghosh, TA

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.



Authorized Signatory

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