



**7.1.10: The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.**

- **The Code of Conduct is displayed on the website. To view the same following links may be accessed.**


[http://sittechno.org/userfiles/file/service\\_rules.pdf](http://sittechno.org/userfiles/file/service_rules.pdf)

<https://sittechno.org/additional-information-resources.html>

A handwritten signature in black ink, appearing to be 'R. B. Ghosh', written over a light blue grid background.

Director  
Siliguri Institute of Technology

## Prospectus contains the code of conducts.

PROSPECTUS  Siliguri Institute of Technology

### ANTI RAGGING INITIATIVES

#### REGULATION ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009

In exercise of the powers conferred by Clause (g) of Sub-Section (3) of Section 4 of the University Grants Commission Act, 1956, the University Grants Commission hereby notifies the following Regulations, namely-TITLE, COMMENCEMENT AND APPLICATION.

These regulations shall be deemed to be UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009. They shall come into force with immediate effect.

They shall apply to all the universities established or incorporated by or under a Central Act, a Provincial Act or a State Act, to all institutions deemed to be university under Section 3 of the UGC Act, apply to all other higher educational institutions, including the departments, constituent units and all the premises (academic, residential, sports, canteen, etc.) of such universities, deemed universities and other higher educational institutions whether located within the campus or outside, and to all means of transportation of students whether public or private.

**Objective:** To root out ragging in all its forms from universities, colleges and other educational institutions in the country by prohibiting it by law, preventing its occurrence by enforcing the provisions of these Regulations and punishing those who indulge in ragging as provided in these Regulations and the appropriate law in force.

**Definition of ragging:** "Ragging" means the following: Any conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.

**Punishable ingredients of ragging:**

- Abetment to ragging; Use of force or force.
- Criminal conspiracy to rag.
- Unlawful assembly and rioting while ragging.
- Public nuisance created during ragging.
- Violation of decency and morals through ragging.
- Injury to body causing hurt or grievous hurt.
- Wrongful restraint; Wrongful confinement.
- Attempt to commit any or all of the above mentioned offences against the victim(s).

**Assault as well as sexual offences or unnatural offences,**

- Extortion.
- Criminal trespass.
- Offences against property.
- Criminal intimidation.
- Physical or psychological humiliation.
- All other offences following from the definition of "ragging".

**Measures for prohibition of ragging at the institution level**


The institution shall strictly observe the provisions of the act of the Central Government and the State Governments, if any, or if enacted, considering ragging as a cognizable offence under the law on a par with rape and other atrocities against women and ill-treatment of persons belonging to the SC/ST, and prohibiting ragging in all its forms in all institutions. Ragging in all its forms shall be totally banned in the entire institution, including its departments, constituent units, all its premises (academic, residential, sports, canteen, etc.) whether located within the campus or outside and in all means of transportation of students whether public or private.

The institution shall take strict action against those found guilty of ragging and/or of abetting ragging.

**Punishments at the level**

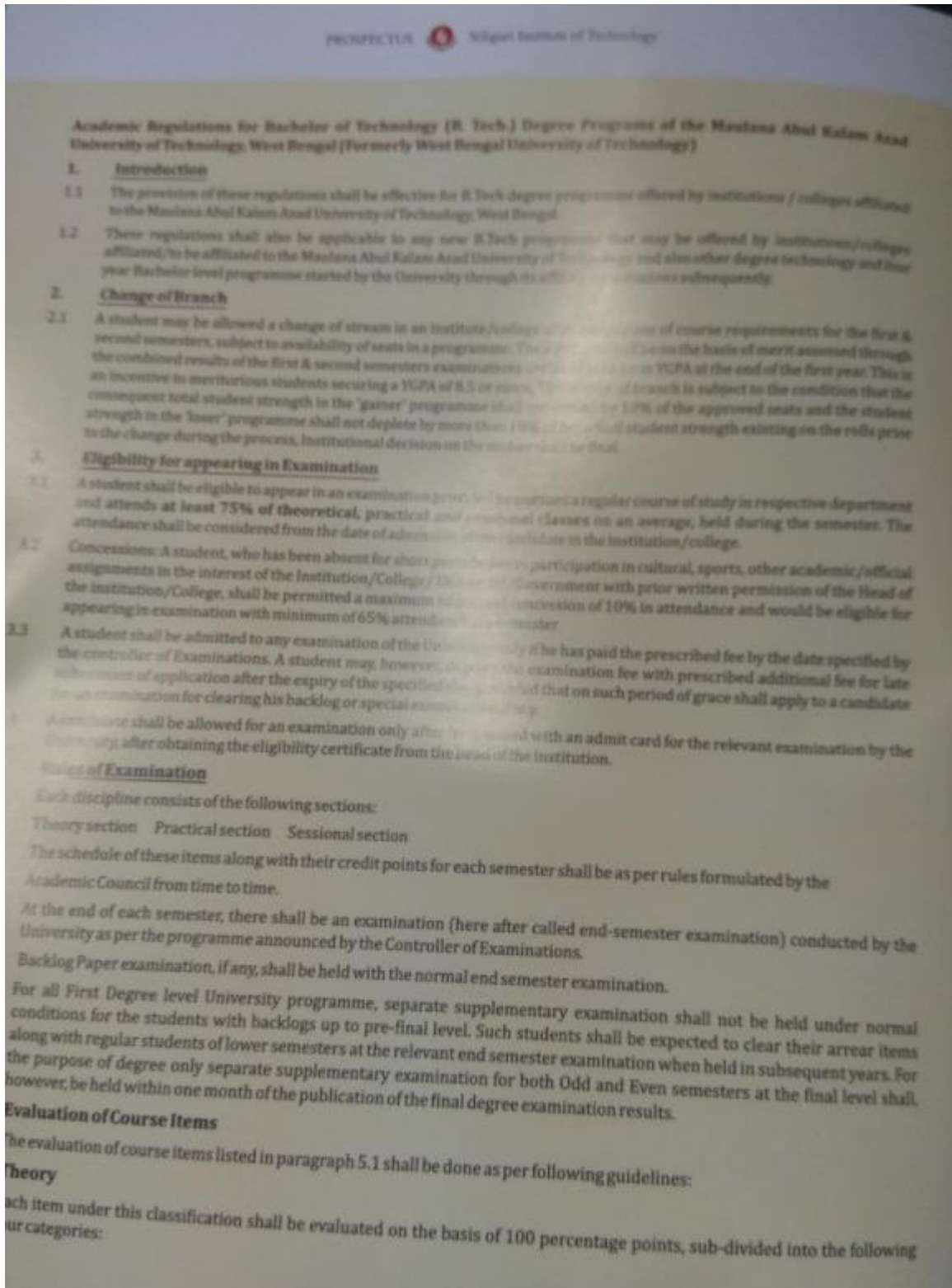
As established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any or any combination of the following:

- Suspension from attending classes and academic privileges;
- Withholding/Withdrawing scholarship/fellowship and other benefits;
- Debarment from appearing in any test/examination or other evaluation process;
- Withholding results;
- Debarment from representing the institution in an regional, national or international meet, tournament, youth festival, etc.;
- Suspension/expulsion from the hostel;
- Cancellation of admission;
- Rustication from the institution for period from 1 to 4 semesters;
- Expulsion from the institution and consequent debarment from admission to any other institution for a specified period;
- Fine will be imposed between Rs. 25,000/- and Rs. 1 Lakh;
- Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.



**MAKE THE CAMPUS RAGGING FREE & BE A PROUD 'SITIAN'**

*"A coward is incapable of exhibiting love; it is the prerogative of the brave."*  
 - Mahatma Gandhi







# Siliguri Institute of Technology

P.O. SUKNA, SILIGURI, DIST. DARJEELING, PIN : 734009  
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## Service rules for the Faculty and Staff members.

### SILIGURI INSTITUTE OF TECHNOLOGY



### Siliguri Institute of Technology

Approved by AICTE and Affiliated to Maulana Abul Kalam Azad  
University of Technology, West Bengal  
(Formerly known as West Bengal University of Technology)

Ref. No. :

Date : 22.06.2013



S.I.T. CAMPUS, SALBARI  
P.O. : SUKNA, DIST. : DARJEELING, PIN : 734009

ESTD. - 1999

#### Forwarding Note

The revised service rule of Siliguri Institute of Technology has been duly approved by the members of the Governing Body in the meeting of the Governing Body held on 15.06.2013. The members unanimously resolved that this will be in effect from the date of publication.

Prof. (Dr.) S. M. Chatterjee  
Chairman Governing Body

#### Revised Service Rules

HILL CART ROAD, P.O. : SUKNA, SILIGURI, DIST. : DARJEELING - 734009  
Phone : (0353) 2778002 / 8004, Fax : (0353) 2778003, E-mail : silsig@satyam.net.in

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- **Committees to monitor adherence to the Code of Conduct.**

Following committees monitor adherence to the code of conducts in the Institute. -

- Academic Committee
- Class Monitoring Committee
- Anti-ragging committee
- Disciplinary Committee.
- Examination Committee.
- Hostel Monitoring Committee.
- Class Monitoring Committee
- Women's Grievance Cell.
- Internal Complaint Committee.



## Academic committee (Sample documents)

### SILIGURILINSTITUTE OF TECHNOLOGY

Date: 9<sup>th</sup> 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. 9<sup>th</sup> July, 2019.**

**Director**

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



**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 1<sup>st</sup> Internal Examination:** All the HODs informed that the schedule for 1<sup>st</sup> internal will be notified to the students by 22.02.2019. Preparation for the 1<sup>st</sup> internal is in progress as per the guidelines.

The Result for the 1<sup>st</sup> 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 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> 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.)





## Class Monitoring Committee (Sample Documents)

### SILIGURI INSTITUTE OF TECHNOLOGY

Date: 9<sup>th</sup> 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. 9<sup>th</sup> July, 2019.**

**Director**

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





## Anti-ragging committee (Sample documents)

### SILIGURI INSTITUTE OF TECHNOLOGY

#### CIRCULAR

Date: 20<sup>th</sup> July, 2019

Ref. no. : Admin/2019/03/636

This is to inform all concerned that an **Anti Ragging Committee** has been formed for the forthcoming academic session; the members of the committee are as follows. All members are requested to participate actively to prevent the act of Ragging within the Campus and Hostel premises of the Institute.

**Chairperson:** Advisory Director

**Advisory Members** Dean (E & T)  
Administrator  
All Departmental Heads

**Jt. Coordinator** Mr. Rajeeb Chetri, Asst. Prof.  
Mr. Subhajit Roy, Asstt. Prof.

**Members Faculty Representatives**

Ms. Sampa Das, Asst. Prof.  
Ms. Krittibas Parai, Asstt. Prof.  
Mr. Subhamay Sarker, Asstt. Prof.  
Mr. Siraj Hossain, Asstt. Prof.  
Ms. Swagata Nath, Asstt. Prof.  
Mr. Debayan Dey, Asstt. Prof.

**Member Non-Teaching Staff**

Mr. Suhasish Ghosh, T & P Executive  
Mr. Pinaki Sarkar, Librarian

**Member Civil & Police Administration**

ACP, West-II, Siliguri Police Commissionerate, Siliguri

**Member Local Media**

Mr. Sabyasachi Bhattacharjee, Journalist, Aajkal

**Student Member Fresher**

To be Incorporated

**Student Member Senior**

Mr. Suman Dutta, Student of B. Tech -EE  
Mr. Balaram Bhagat, Student of MBA

**Parents Representatives**

To be Incorporated

**Advocate:**

Mr. Sudipta Sen

**NGO Representative:**

Mr. Pinaki Biswas, Prajjak Development Society, Siliguri

Tenure : upto 30.06.2020

Meetings: At least Two meetings in a semester in addition to emergency meeting.

**NOTE:**

1. Interest and involvement of the Committee members will be monitored by the Chairperson. However, the tenure of the Jt. Coordinators and members may be changed if required as per the discretion of the Advisory Director for the betterment of the Institute.
2. Dr. Sourav Kar, HOD-DESH is advised to send two names of Fresher's Students with their Parent details.

This committee will be in force with immediate effect.

  
Advisory Director-SIT



# Siliguri Institute of Technology

P.O. SUKNA, SILIGURI, DIST. DARJEELING, PIN : 734009  
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sitsiliguriwb@yahoo.com

Siliguri Institute of Technology  
Anti-Ragging Cell

Date: 30/08/19

Sub: Minutes of meeting of Anti-Ragging Committee and Anti-Ragging Squad, held on 30.08.2019.  
Agenda:

1. To discuss various activities of Anti-Ragging Cell.
2. Discussion on planning of upcoming Freshers' Welcome Program.
3. Misc.

Venue: Dr. A. P. J. Abdul Kalam Hall, Department of Electrical Engineering

Time: 1.30 p.m.

In the chair: Chairperson, Anti-Ragging Committee and Squad

Members present: As per attached sheet

The progress/status of the duties assigned was as follows:

Sl. No.	Activities	Persons Assigned for planning & reporting	Updated Status / Remarks on 30.08.2019
1	To identify and review the existing flex in different locations as well as requirement for installing in the 1 <sup>st</sup> year building (B. Tech)/ Main Gate (Entrance)/ Girls' Hostel/Boys' Hostel/Canteen Area/Library Building including Non B. Tech (1 <sup>st</sup> year building).	Mr. Bidyut Das, Mrs. Sampa Das & Mr. Pinaki Sarkar	Flexes have been received and will be placed by this week.
2	Hostel/mess visit during college timing.	Mr. Ranjan Chettri.	Mr. Ranjan Chettri has been assigned the duty. He will submit a short report on the visit to nearby messes.
3	A motivational counseling session should be arranged by inviting the external expert to create awareness among the students (for 1 <sup>st</sup> year i.e. newly joined students)	Mr. Suhasish Ghosh, Mr. Ranjan Chhetri & Mr. Siraj Hossain as per consultation with higher authority	The committee is in discussion with the authority.
4	Fresher's Welcome program for 1 <sup>st</sup> year students (UG).	Jt. Coordinators and respective members of Anti-Ragging Cell.	The departmental members will look after the respective program. The Jt. Coordinators will overall monitor the smooth conduction of the whole process.

5	Fresher's Welcome program for 1 <sup>st</sup> year students (PG).	Jt. Coordinators and respective members of Anti-Ragging Cell.	The departmental members will look after the respective program. The Jt. Coordinators will overall monitor the smooth conduction of the whole process.
6	Surprise visit to hostels without informing hostel super.	Members selected	The hostel visits have been completed and all the reports have been received.

- ❖ After the Freshers' Welcome Program, (after 31.08.19 for BBA, BCA and BTM, 06.09.19 for B. Tech and 07.09.19 for BH&HA, BHMCT, MCA, MBA), the students can avail lunch facility from college canteen. Thus, the Anti-Ragging Cell members have to be very alerted specially in and around garden area and canteen area during lunch hour to avoid any unwanted incident.
- ❖ For the process of online affidavit form fill up against ragging, MOC'S and OTW periods will be utilized where the Jt. Coordinators/members of Anti-Ragging cell will guide the students to fill up the form online. After successful fill up of that form, the students will submit the signed form of student's copy and guardian's copy to their respective Class Representatives. Those will be in turn collected by the Anti-ragging Cell within next week.
- ❖ Next meeting is scheduled on 16/09/19.

The meeting ended by conveying thanks to the chair.

Regards,

Mr. R. Chetri & Mr. S. Roy  
Joint Coordinator, Anti-Ragging Committee,  
Siliguri Institute of Technology

Mr. A. Das & Mr. H. Roy,  
Joint Coordinator, Anti-Ragging Squad,  
Siliguri Institute of Technology



## Disciplinary Committee (Sample documents)

### SILIGURI INSTITUTE OF TECHNOLOGY

#### CIRCULAR

Date: 9<sup>th</sup> 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 :**

- To take deterrent action for indiscipline/trouble monger in general.
- To co-opt representative from each department to look after day to day departmental matter of indiscipline.
- 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.
- 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.
- To recommend disciplinary actions against erring students on the basis of level offence and involvement.
- 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. 9<sup>th</sup> July, 2019.**

**Director**

Copy to: Advisory Members, Jt. Coordinators & Members





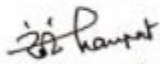
## SILIGURI INSTITUTE OF TECHNOLOGY

### Disciplinary Committee

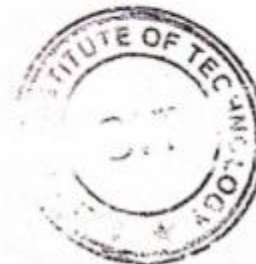
#### MINUTES OF THE MEETING

Meeting at 11.30 p.m. on 21<sup>st</sup> March, 2016, in the Conference Room.

Sl No.	Agenda	Resolution
1.	Mishandling tools in the Workshop	The two students of Civil Engg. Dept., namely Bikash Basfore and Prince Das, were found mishandling of some cutting tools in the Workshop. It is very dangerous and harmful for all. They have been warned that disciplinary action will be initiated against them, if it is repeated in future.
2.	Writing slang words on the blackboard in the classroom.	A student from the CSE Dept, namely Abhishek Kumar Gupta of 2 <sup>nd</sup> year, wrote slang words on the Board of their classroom. It was resolved that the student has been identified and brought to HODs cabin and asked to explain the reason of such gross indiscipline.
3.	Any other issue with the permission of the Chair of the meeting.	It was resolved that the regularity in students' attendance shall be strictly monitored, and any habitual deviation should be strictly dealt with.

  
Dr. J. Jhampati  
Chairperson  
Disciplinary Committee  
Siliguri Institute of Technology

  
Director  
Siliguri Institute of Technology







## Examination Committee (Sample documents)

### SILIGURI INSTITUTE OF TECHNOLOGY

Date: 9<sup>th</sup> 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. 9<sup>th</sup> July, 2019.

**Director**

Copy to: Advisory Members, Officer-In-Charge, Jt. Supervisors & Members



## Hostel Monitoring Committee (Sample Documents)

### SILIGURI INSTITUTE OF TECHNOLOGY

Date: 9<sup>th</sup> 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. 9<sup>th</sup> July, 2019.**

**Director**

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



## Women's Grievance Cell (Sample Documents)

### SILIGURI INSTITUTE OF TECHNOLOGY

#### CIRCULAR

Date: 9<sup>th</sup> 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. 9<sup>th</sup> July, 2019.**

Director

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





## SILIGURI INSTITUTE OF TECHNOLOGY Minutes of the meeting of Women's Grievance Redressal Committee

Ref No:  
Date : 22-08-2019  
Venue: Room No-202, Library Building  
Time: 1.30 pm

**Agenda:** Review of Action taken on the resolution made in the previous meeting.

**Members Present in the meeting:**

\* Record of the members attendance attached in a separate sheet.

**The following points were discussed:**

1. The chairperson welcomed all the members in the committee.
2. The female students of all streams 1<sup>st</sup> year (batch 2019 – 2020) were addressed about the information related to women's grievance redressal procedure at the beginning of the academic session in their respective department.
3. The new display boards have been replaced with the old one at the strategic position as decided in the previous meeting.
4. The committee decided to conduct an interactive session on "Women health" on 8<sup>th</sup> March 2019, to celebrate "Women's Day". In this connection a proposal will be made in the coming semester to the competent authority for approval.
5. The meeting ended with vote of thanks to the chair.

*Sathi Ball*  
22.08.19  
Ms. Sathi Ball  
Asst. Prof., IT  
Jt. Coordinator, WGRC

*Chowdhury*  
22/8/19.  
Ms. Paramita Chowdhury  
Asst. Prof., MBA  
Jt. Coordinator, WGRC

*Sigula*  
22/08/19  
Ms. Santana Guha  
Asst. Prof., MBA  
Chairperson, WGRC

### Internal Complaint Committee (Sample Documents)





## SILIGURI INSTITUTE OF TECHNOLOGY

### NOTIFICATION

Date: 27.07.2017

Ref. no. : Admin/2017/03/001

This is to inform all concerned that in compliance with the Supreme Court Judgment and Guidelines issued in 1997 (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievance an **Internal Complaint Committee** has been formed for the forthcoming academic session; the members of the committee are as follows:

#### Guidelines:

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

#### Chairman

Director

#### Advisory Members:

Administrator  
All Departmental Heads

#### Jt. Convenor

Dr. Banani Adhikary (Das), Assoc. Prof.  
Mr. Debayan Nandi, Asstt. Prof.

#### Members:

Dr. Sanjib Bhattacharya, Asstt. Prof.  
Mr. Deb Shekhar Laha, Asstt. Prof.  
Mr. Pinaki Sarkar, Librarian  
Mr. Sujit Chatterjee, Asstt. Manager- HR & Admin

NOTE: Interest and involvement of the Committee members will be monitored by the Chairman. The Chairman will be the recommending authority to discontinue the membership of any faculty/staff for non-performance or misconduct and inducting new members.

  
Director  
Siliguri Institute of Technology  
Copy to: All Concerned





# Siliguri Institute of Technology

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Minutes of the meeting of Internal Complaint Committee held on 04/08/2017 in the conference Room of SIT at 430p.m.

Followings has been discussed and resolved in the meeting.

1. The Chairman welcomed all the present in the meeting.
2. The roles and responsibilities of the committee discussed in the meeting in presence of all the members present.
3. The same has been noted by all the members.
4. It was resolved in the meeting that the Jt. Conveners will issue notice to all the HODs for arrange department wise venue to address the guidelines of the committee to the students and faculty members.
5. The committee members are requested to keep close look in the campus premises to eradicate the unwanted incidents.

There was no agenda to discuss the meeting ended with vote of thanks to the chair.

*[Signature]*  
Jt. Conveners  
Internal Complaint Committee

## SILIGURI INSTITUTE OF TECHNOLOGY

### INTERNAL COMPLAINT COMMITTEE ANNUAL REPORT FOR THE YEAR 2016-2017

Number of Complaint of sexual harassment	: NIL
Number of cases disposed off	: NIL
Number of Cases pending	: NIL
Nature of action taken	: NIL

*[Signature]*  
Chairperson  
Internal Complaint Committee

### INTERNAL COMPLAINT COMMITTEE

#### ANNUAL REPORT FOR THE YEAR 2017-2018

Number of Complaint of sexual harassment	: NIL
Number of cases disposed off	: NIL
Number of Cases pending	: NIL
Nature of action taken	: NIL

*[Signature]*  
Chairperson  
Internal Complaint Committee

### SILIGURI INSTITUTE OF TECHNOLOGY

Dated : 17/02/2020

This is to inform all concerned that a meeting of Internal Complaint Committee will be held on 21/02/2020 in the Conference Room of SIT at 4:00p.m to discuss the activities for smooth functioning of the Internal Complaint Committee.

Agenda:

1. Status report upto the current month.
2. Regarding the proposals for the awareness camp submitted by the members to the committee.
3. Misc.

All are requested to attend the meeting positively on scheduled date & time

*[Signature]*  
Jt. Conveners  
Internal Complaint Committee



- **Activities on professional ethics**

**The following courses are taught as part of the curriculum.**

*List of courses relevant to Professional Ethics, Gender, Human Values, into the Curriculum*

Sl. No.	Subject Code	Subject Name	Old/New Syllabus
<b>Civil Engineering</b>			
1.	HU301	Values & Ethics in Profession	Old
2.	HU 601	Principles of Management	Old
3.	CE605B	Human Resource Management (HSS)	Old
4.	HU 801A	Organizational Behavior	Old
5.	CE(HS)301	HUumanities-1	Old
6.	CE(MC)501	Constitution of India	New
7.	CE(MC)401	Management I (Organizational Behavior)	New
8.	CE(MC)501	Constitution of India/ Essence of Indian Knowledge Tradition -	New
9.	CE(HS)801	Professional Practice, law & Ethics	New
10.	CE(PE)801C	Environmental laws and Policy	New
11.	CE(OE)801A	Human Resource Development and Organizational Behavior	New
12.	CE(OE)802A	Soft Skills and Personality Development	New
<b>Computer Science &amp; Engineering</b>			
13.	CS605B	Human Resource Management (Hss)	Old
14.	HU801A	Organisational Behaviour	Old
15.	HU 301	Values And Ethics In Profession	Old
16.	MC- CS501	Constitution of India/ Essence of Indian Knowledge Tradition	New
17.	OECIT601B	Human Resource Development and Organizational Behavior	New
18.	HSMC-501	Introduction to Industrial Management	New
<b>Information Technology</b>			
19.	HU 301	Values And Ethics In Profession	Old
20.	IT605B	Human Resource Management (HSS)	Old
21.	HU801A	Organisational Behaviour	Old
22.	MC- CS501	Constitution of India/ Essence of Indian Knowledge Tradition	New



Sl. No.	Subject Code	Subject Name	Old/New Syllabus
23.	OECIT601B	Human Resource Development and Organizational Behavior	New
<b>Electronics &amp; Communication Engineering</b>			
24.	HU 401	Values & Ethics in Profession	Old
25.	HU 601	Principles of Management	Old
26.	HU 801A	Organisational Behaviour	Old
27.	OE-EC506C	Human Resource Management	New
28.	MC 681	Universal Human Values	New
<b>Electrical Engineering</b>			
29.	HU-401	Values and Ethics in Profession	Old
30.	HU 801	Organizational Behaviour	Old
31.	HM-EE401	Values and Ethics in profession	New
<b>MBA</b>			
32.	MB 104	Legal & Business Environment	New
33.	MB 105	Indian Ethos & Business Ethics	New
34.	MB 206	Human Resource Management	New
35.	HR 301	Team Dynamics at Work	New
36.	HR 402	Employee Relations & Labour Laws	New
37.	MB107	ISS & VA	Old
38.	MB108	Business Laws	Old
39.	HR 405	Organizational Development	Old
40.	HR 406	Human Resource Development	Old

**For Additional Information Kindly go to the following links**

[http://makautexam.net/aicte\\_details/aicteugdetails.html](http://makautexam.net/aicte_details/aicteugdetails.html)

<http://wbut.ac.in/page.php?id=195>





## Programs conducted.

### Notice

**Subject: Seminar cum Awareness Camp by Department of Micro, Small & Medium Enterprise & Textiles, Government of W.B. on "Egiye Bangla" on 16.10.2015, 10.30 AM at SIT**

This is to inform you that Department of Micro, Small & Medium Enterprise & Textiles, Government of West Bengal, in collaboration with IIM Calcutta Innovation Park is going to organise a TV reality show on Business Ideas, "Egiye Bangla- where ideas become reality" to be hosted by former skipper of Indian Cricket Team Mr. Sourav Ganguly.

In this context Department of MSME is going to organize a Seminar cum awareness camp at SIT on **16.10.2015**. All students and faculty-staff members having innovative technical/business ideas are requested to attend the said camp at **10.30 A.M. Venue: Sir. J.C.Bose Memorial Hall, SIT.**

For further details please contact Mr. Nirmal Banik (AGM-SS&P) or Mr. D.Nandi (HOD-MBA/BBA).

  
-----  
**Ranesh Ch. Roy**  
In-charge, Director office  
Siliguri Institute of Technology

Copy to: Registrar, All HODs, Administrator, AGM (SS&P), Librarian, Project Manager, Estate Manager, Office (F&E)  
In-charge HR, Main Notice Board, Faculty-staff Notice Board



## *Interactive Session With*

**Mr. Kishore Pariyar  
General Manager  
Reserve Bank of India**



*An initiative of*

**Entrepreneurship Cell, Dept. of Business Administration**

**&**



**Department of Electrical Engineering**



**SILIGURI INSTITUTE OF TECHNOLOGY**

**Date : 3<sup>rd</sup> May, 2017**

**Time : 3:30 PM - 5:00 PM**

**Venue : J.C. Bose Memorial Hall**

**Participants : Open to all**

***“Students are directed to take their seats by 3:15 P.M Sharp”***



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SILIGURI INSTITUTE OF TECHNOLOGY  
DEPARTMENT OF ELECTRICAL ENGINEERING



## Seminar

On

### *"Who Wants To Be An Entrepreneur"*

*Resource Person :*

*Mr. Debashish Chatterjee*  
Chief Operating Officer  
ADDCOOL TRADE & SERVICES



11/08/2017

11:00 A.M - 04:00 P.M

Dr. A.P.J Abdul Kalam Hall,  
Dept. of Electrical Engineering







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SILIGURI INSTITUTE OF TECHNOLOGY  
DEPARTMENT OF ELECTRICAL ENGINEERING



*In association with*



Introducing Entrepreneurship & start-up

Evaluation of entrepreneurship acumen



Start-up fundamentals

Case studies



*Organizes*

**ENTREPRENEURSHIP  
ORIENTATION**

03-03-2017

Seminar Hall, E.E Dept, S.I.T

2:00 PM to 5:00 PM



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**SILIGURI INSTITUTE OF TECHNOLOGY**  
**Department of Business Administration**



*In association with*



**Capre-diem (IIM Calcutta Event)**

&



*Is going to organize*

**5 Days National Level Skill Building Training cum Workshop on**

## **BRAND MANAGEMENT**

**16<sup>th</sup> May 2017 to 20<sup>th</sup> May 2017**

At

**Sir. J.C. Bose Memorial Seminar Hall  
Siliguri Institute of Technology Campus  
P.O. Sukna, Dist Darjeeling. 734009**

**Eligibility: PG or UG students with basic knowledge of Marketing Management**

*For further details & registration please contact*

**Mr. Dipak Saha**

Asst Prof, Principal Instructor & Academic Coordinator MBA, SIT

Cell : 9434210759. Email: dipaksit@gmail.com

Or

**Ms. Damini Bose**

MBA 2<sup>nd</sup> Semester (Student Coordinator)

Cell : 9434868511. Email: daminibose1994@gmail.com



## **Brief report of 2 Days Symposium on “Stress Management: How to face challenges of job stress”**

**Date : 10 & 11 August, 2018**

**Venue : Sir J.C.Bose Memorial Seminar Hall. Siliguri Institute of Technology**

Introduction	<p>Stress has been defined in different ways over the years. Originally, it was conceived of as pressure from the environment, then as strain within the person. The generally accepted definition today is one of interaction between the situation and the individual. It is the psychological and physical state that results when the resources of the individual are not sufficient to cope with the demands and pressures of the situation. Thus, stress is more likely in some situations than others and in some individuals than others. Stress can undermine the achievement of goals, both for individuals and for organisations. Preventative stress management is a corporate philosophy that is concerned with eliminating stress and improving employee health. There are numerous organizational and individual techniques that can be used to help improve employee stress.</p>
Objective	<ul style="list-style-type: none"><li>• To indoctrinate the stressful situation can have a devastating effect on the morale of employees, causing increased absenteeism and employee turnover. However, good stress management skills help the morale of employees to stay intact so that they are more motivated and better focused on their jobs and performance..</li><li>• To make the management graduates to aware of many other factors contributing to workplace conflicts such as differences in opinions, backgrounds and personalities, the increased level of stress also plays a major role. It shatters the workplace relationships, undermining the overall culture. However, effective stress management skills prevent such distractions and builds teamwork, making everyone’s lives easier and fun.</li><li>• There can be personal as well as workplace pressures causing stress. The first step towards improvement of stress management skills is to be able to identify the source causing it. Once identified, make a priority list and tackle the stressors one at a time. Being more organized sometimes helps in relieving part of</li></ul>





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	the stress.
Outcomes	<ul style="list-style-type: none"> <li>• Participants became aware of the necessary skill set to be developed for becoming stress and strain free in their career</li> <li>• Participants got the flavor of industrial discipline to be maintained to sustain in the highly competitive corporate world.</li> <li>• Participants learned the techniques of meditation to get the work life balance.</li> </ul>
Resource Speakers/ Persons	Persons/ Invited 1. Dr. Kaushik Niyogi (for 10.08.2018) 2. Mr. Prabir Chatterjee (For 11.08.2018)
Participants	Total number of participants : 120 (Business Admin: 70/ BHMCT 30)
Key Issues Addressed	The workshop emphasized on teaching and learning to be research oriented. The key learning were: <ul style="list-style-type: none"> <li>• Significance of research in engendering academic excellence.</li> <li>• Current trends in research.</li> <li>• Funding bodies that support academic researches.</li> <li>• Significance of conducting teacher training programs and workshops on research methodology.</li> </ul>
Workshop/Seminar Committee members	<b>Convener :</b> Mrs. Paramita Chaudhury, Asst Prof , Business Admin Dept <b>Committee members :</b> 1. Mr. Shomnath Dutta , Asst Prof , Business Admin Dept 2. Ms. Swagata Debnath , Asst Prof , Business Admin Dept 3. Mr. Apurba Chakraborty, Asst Prof , BHMCT Dept
Summary of Students' feedback	Students were very enthusiast to attend the said symposium. The presentation of the resource persons were wonderful to cater the needs of the students which many of them were lacking. Many students requested to conduct similar type of workshops in near future including some exclusive workshops of stress burnout phenomenon.
Photo gallery	Paste 4-6 photo in a page (max) with captions



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## SILIGURI INSTITUTE OF TECHNOLOGY DEPARTMENT OF Business Administration



### Brief report of Symposium on "Financial Reporting"

Date : 16.2.2019

Venue : Sir J.C.Bose Memorial Seminar Hall, Siliguri Institute of Technology

Introduction	<p><b>International Financial Reporting Standards</b>, commonly called <b>IFRS</b>, are accounting standards issued by the IFRS Foundation and the International Accounting Standards Board (IASB). They constitute a standardised way of describing the company's financial performance and position so that company financial statements are understandable and comparable across international boundaries. They are particularly relevant for companies with shares or securities listed on a public stock exchange.</p> <p>IFRS have replaced many different national accounting standards around the world but have not replaced the separate accounting standards in the United States where US GAAP is applied.</p> <p>The symposium was organized to address this issue to the students through an industry expert</p>
Objective	To discuss the new rules and procedures of International Financial Reporting System with latest amendments
Outcomes	<ol style="list-style-type: none"> <li>To understand and be competent in IFRS applications</li> <li>To apply the knowledge of IFRS procedures in Multi National company accounts</li> </ol>
Resource Speakers/ Persons	Persons/ Invited Prof (Dr) Sajal Das, Professor, Department of Commerce, University of Calcutta & Associate Member of ICWA Kolkata Chapter
Participants	Total number of participants : 75
Key Issues Addressed	IFRS : Procedure, Applications with latest amendments
Workshop/Seminar Committee members	<p><b>Convener</b> : Dr. Dipak Saha, Asst Prof , Business Admin Dept</p> <p><b>Committee members</b> :</p> <ol style="list-style-type: none"> <li>Mrs. P.Chowdhury, Asst Prof , Business Admin Dept</li> </ol>



	2. Ms. Papia Bhowmik, Asst Prof , Business Admin Dept
Summary of Students' feedback	Students were very enthusiast to attend the said symposium. The presentation of the resource persons were wonderful to cater the needs of the students which many of them were lacking. Many students requested to conduct similar type of workshops in near future including some exclusive workshops of stress burnout phenomenon.
Photo gallery	Paste 4-6 photo in a page (max) with captions





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**SILIGURI INSTITUTE OF TECHNOLOGY**  
**DEPARTMENT OF BUSINESS ADMINISTRATION**



**Presents**  
**Webinar on**

**"PREPARING FOR PROFESSIONAL LIFE AFTER CAMPUS IN A COVID-19 WORLD"**



**PRIYABIMB BARTH WAL**

Ormco Lead - South East Asia &  
Country Manager – Envista Dental Platform  
Malaysia & Philippines



**ARUN KAIMAL**

HR Director, Danaher Water Quality  
Platform, APAC(Asia Pacific), Singapore

**DATE & TIME: 10<sup>TH</sup> JUNE (WED) 6-7 PM IST**

**DIGITAL PLATFORM : ZOOM**

**REGISTRATION LINK : [https://docs.google.com/forms/d/1ndNOLF-lyuXmxyV\\_srvnOq8aoHFgmOx35C-e1\\_KlloM/edit](https://docs.google.com/forms/d/1ndNOLF-lyuXmxyV_srvnOq8aoHFgmOx35C-e1_KlloM/edit)**

**E-certificate will be provided for participation.**