

Siliguri Institute of Technology
Department of Information Technology

Action Taken Report (ATR) against the minutes of the meeting held with the class representatives of IT Department and the Principal, Academic Coordinators, Head of the Dept. on 8th September 2022.

Dept.	Selected action taken areas	Action taken
IT	Students participation in club activities	Students have been motivated to join different CSE & IT club activities and to take part into innovative interdisciplinary projects. Also they have been asked to submit proper proposals for the same.
	Regarding teaching learning of the subject "Analog & Digital Electronics" (ESC301)	Subject teacher has been informed about the issue. Subject teacher will synchronize the theory topics and lab experiments conducted. Some doubt clearing / remedial classes will be taken. Also during practical classes subject teacher will present more frequently concerning completion of the lab experiments.
	Purchasing some books in the Library related to the topics of current industry needs	Students have been asked to submit the names with details of such books.
	Creation of E-mail id in college domain	Informed to higher authorities for necessary permission and arrangements.


22/9/2022.


HOD-IT Dept.: Dr. Sirshendu Sekhar Ghosh

Department: IT

Date: 22/09/2022

Action taken report against the minutes of the meeting held with the class representatives of the **Electrical Engineering** department and the Principal, Academic Coordinator, Senior faculty Member, Head of the Department on 08th September , 2022.

Dept.	Sem	Selected action taking areas (points demonstrated by the Principal)	Action taken	Remarks if any
EE	3 RD Sem	The students of 3 rd semester , EE intimated that numbers of working computer in Circuit Theory Lab. Should be increased	Already requisition submitted for not working computer and talked to Project Manager. Service Engineer visited and identified the problems and will solve shortly.	Documents are attached herewith
EE	6 th Sem	NO	NA	
EE	8 th Sem	NO		


 HOD Signature:
 HOD Name: Arup Das
 Department: EE
 Date: 22.09.2022

(Head of the Department
 Dept. of Electrical Engg.
 Siliguri Institute of Technology)