



Internal Quality assurance Cell (IQAC)

Notice- Call for Meeting

REF. NO.: (IQAC/2025-26/GM/01)

Date: 11.07.2025

Meeting Date: 25-07-2025

Meeting Time: 4:15 PM

Meeting Venue: Conference Room.

Subject: General Meeting of the IQAC

Address to:

1. Members of the IQAC

Meeting Agenda:

1. Discussion on the Newly Introduced NAAC Grading System
 - o Overview and implications of the Maturity-Based Graded Level (MBGL) framework.
2. Review of Data Availability on SIT Website
 - o Identification of gaps and insufficiencies in data related to specific criteria for AQAR 2023-24.
3. Preparation of AQAR for the Academic Year 2024-2025
 - o Planning, responsibilities, and timelines for effective submission.
4. Formation of New student representative for IQAC
5. Other Quality Enhancement Initiatives

Director, Internal Quality Assurance Cell (IQAC)
Siliguri Institute of Technology



Signature Roll of Meeting

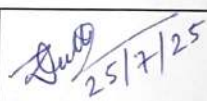
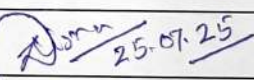
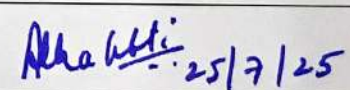
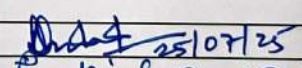
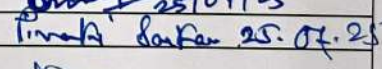
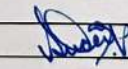
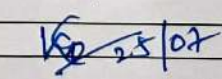
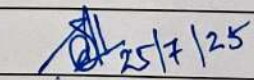
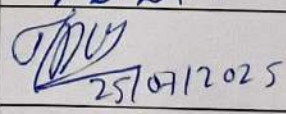
Committee Name.: IQAC

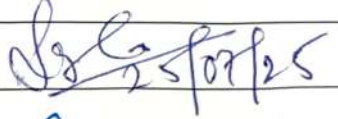
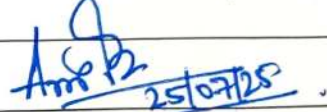
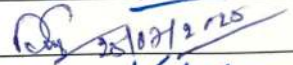
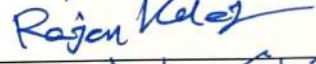
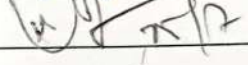
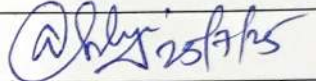
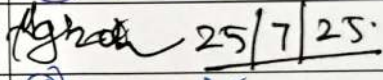
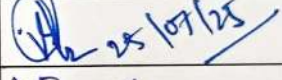
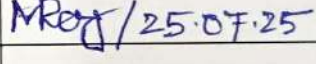
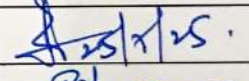
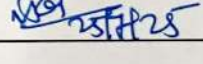
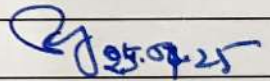
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Meeting Date: 25-07-2025

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Meeting Venue: SIT Conference Room

Sl No.	Name and Designation of Member	Signature
Chairperson		
1.	Prof. (Dr.) Joydeep Dutta, Principal in Charge, Chairperson IQAC, Siliguri Institute of Technology	 25/7/25
Advisor		
1.	Mr. J Guha, Administrator, Siliguri Institute of Technology	
Director		
1.	Dr. Debajyoti Misra, Assistant Professor, Department of Electronics & Communication Engineering (ECE), SIT	 25-07-25
Invitee Members		
1.	Mr. Bhaskar Roy, Sr. Vice President, TIG	
2.	Dr. Arundhati Chakraborti, Principal in Charge, College of Professional Studies	 25/7/25
3.	Dr. Banani Adhikary Das	
Members: Management and Faculty		
1.	Mr. Rajeeb Chhetri, Coordinator, SFU-NSS, SIT	 25/07/25
2.	Mr. Pinaki Sarkar, Librarian, SIT	 25.07.25
3.	Mr. Jayanta Bhusan Basu, OIC, Examinations, SIT	
4.	Mr. Sudeep Das, Training & Placement Officer, SIT	
5.	Mr. Plabon Roy, Senior Project Manager, SIT	
6.	Mr. Kallol Dutta, Accounts Officer, SIT	 25/07
7.	Members of Faculty	
8.	Mr. Soumendu Golui, Assistant Professor, DESH Department	 25/7/25
9.	Dr. Jayanta Dutta, Associate Professor, DESH Department	 25/07/2025
10.	Dr. Manas Saha, Associate Professor, ECE Department	

11.	Ms. Santana Guha, Assistant Professor, MBA Department	
12.	Mr. Debajyoti Guha, Assistant Professor, CSE Department	
13.	Dr. Arup Das, Assistant Professor, EE Department	
14.	Mr. Sujit Chatterjee, HR Manager, SIT	
15.	Mr. Rajen Koley, Assistant Professor, CE department	
16.	Mr. Gobindo Sarkar, System Admin, SIT	
17.	Mr. Kaushik Chakraborty, Officer, Admin	
18.	Mr. Deb Sekhar Laha, Assistant Professor, CSE Department	ABSENT
19.	Anindita Sinha, Assistant Professor, ECE Department, SIT	ABSENT
18.	Mr. Anupam Mukherjee, Assistant Professor, CSE Department	
19.	Dr. Sirshendu Sekhar Ghosh, Assistant Professor, IT Department	
20.	Dr. Sudip Kr. Ghosh, Assistant Professor, ECE Department	
21.	Mr. Mithun Roy, Assistant Professor, CSE Department	
22.	Dr. Shuvendu Dey, Assistant Professor, MBA Department	
23.	Mr. Rupam Dutta, Assistant Professor, CE Department	
24.	Ms. Shrabani Pal Assistant Professor, EE Department	
25.	Mr. Sanjit Jha, Senior Admin Staff, SIT	
26.	Mr. Subhajit Roy, Assistant Professor, EE Department	

Nominee From Local Society

27.	Mr. Milan Sarkar, Senior Advocate, Siliguri	ABSENT
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Employer

28.	Mr. Jayanta Hom, Principal Architect, Maantic Technologies	ABSENT
29.	Ms. Aarti Chhetri, HR Executive, Pantaloon	



Internal Quality Assurance Cell (IQAC) Minutes of the Meeting

Ref No. (IQAC/2024-25/GM/01)

Meeting Date: 25-07-2025

Meeting Time: 4:15 PM

Meeting Venue: DC Meeting Room ECE

No. of members Present: 25

No. of members absent: 09

Sl. No	Agenda	Discussion and Outcome
1.	Discussion on the pending data (AQAR 23-24) to be uploaded on the college website.	Discussion on all pending data related to AQAR (2023-2024) to be uploaded on the college website by 04.08.2025 by corresponding Criteria Heads.
2.	Discussion on the newly introduced NAAC grading system.	The committee discussed the newly introduced NAAC Grading System. It was decided that the institution will adopt the new grading system once the final criteria are officially published on the NAAC website. Meanwhile, data collection and preparation will continue based on the currently available draft framework. As suggested by the HO, a third-party agency may be engaged to support and streamline the overall process.
3.	Preparation of AQAR for the Academic Year 2024-2025.	It was agreed that data accumulation and document preparation for the Academic Year 2024-2025 AQAR must be completed by 28th November 2025. All departments were instructed to adhere to this deadline and ensure accuracy and completeness of submissions.
4.	Formation of New student representative for IQAC.	The House resolved that HODs will provide the names of the Student and Parent representatives from their respective departments. These names must be submitted to the IQAC Director on before 04.08.2025.

(Signature)
30.07.25

Director
IQAC

Siliguri Institute of Technology

Director, Internal Quality Assurance Cell (IQAC)

Siliguri Institute of Technology

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e-mail : info@technoindiagroup.com, Website : www.technoindiagroup.com