



Siliguri Institute of Technology

P.O. SUKNA, SILIGURI, DIST. DARJEELING, PIN : 734 009
Tel : (0353) 2778002 / 04, Fax : (0353) 2778003
e-mail : sittechno@rediffmail.com



Internal Quality assurance Cell (IQAC) Notice- Call for Meeting

REF. NO.: (IQAC/2025-26/GM/04)

Date: 26.02.2026

Meeting Date: 10-03-2026

Meeting Time: 1:30 PM

Meeting Venue: Conference Room.

Subject: General Meeting of the IQAC

Address to:

1. Members of the IQAC

Meeting Agenda:

1. Confirmation of minutes of the previous IQAC meeting.
2. Action Taken Report (ATR) on decisions of the last meeting.
3. Review of academic performance of the current semester.
4. Review of action taken by the various departments based on the suggestion provided by the External Audit Team.
5. Preparation of Binary Accreditation
6. Faculty development initiatives
 - o FDPs, workshops on course file preparation, research activities
7. Student development Initiatives
 - o Internships, workshops, Placements Activities
8. Miscellaneous matters with permission of the chair

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

Kolkata Office : Chatterjee International Centre, 12th Floor, 33A, Chowringhee Road, Kolkata - 71
Tel : (033) 2226 9785, 2226 4396, 2357 6163, 2357 6164, Fax (033) 2226 2814, 2357 2450
e-mail : info@technoindiagroup.com, Website : www.technoindiagroup.com





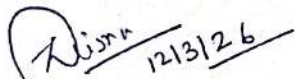
Internal Quality Assurance Cell (IQAC) Minutes of the Meeting

Ref No. (IQAC/2025-26/GM/04)
Meeting Date: 10-03-2026
Meeting Time: 1:30 PM
Meeting Venue: Conference Room

Sl. No	Agenda	Discussion and Outcome
1	Confirmation of Minutes of the Previous Meeting	The minutes of the previous IQAC meeting were reviewed and confirmed without modifications.
2	Action Taken Report (ATR) on decisions of last meeting	The ATR on the decisions of the previous meeting was presented and accepted.
3.	Review of Academic Performance of current semester	The Academic Committee informed that due to time constraints in the current semester, only about 30–35% of the syllabus has been covered so far. To compensate for the delay, it was proposed that extra classes may be arranged after the completion of the 3 rd Year Technical Training and the 2nd Semester Examination to ensure completion of the syllabus.
4.	Review of action taken by the various departments based on the suggestion provided by the External Audit Team	All departments submitted reports outlining their initiatives in response to the recommendations provided by the External Audit Team. The IQAC Coordinator presented the summary of these actions. It was noted that some departments may require additional support to meet the desired objectives. The IQAC recommended the immediate initiation of certification programs that have been planned by the respective departments.
5.	Preparation of Binary Accreditation	The members discussed the mark distribution and evaluation criteria for Binary Accreditation. It was also resolved that the AQAR for the academic year 2024–25 must be completed by June 2026. Preparations and documentation for the second accreditation cycle will commence from July 2026 onwards.
6.	Faculty development initiatives	The IQAC Coordinator informed the house about the Faculty Development Programs (FDPs) conducted recently and upcoming FDP initiatives on emerging

		technologies such as IoT and Smart Vehicles, as well as training on Course File Preparation. The FDP on Course File Preparation is scheduled to be conducted in April 2026.
7.	Student development Initiatives	The members discussed strategies to enhance internship and placement opportunities for students. The Principal informed the house about the formation of a Job Bank titled "SIT – Student Career Advancement Cell", where faculty and staff members regularly share job opportunities in student groups to support career development.
8.	Reform of IQAC Committee	It was discussed that the IQAC Committee will be restructured after the completion of the current semester, with the inclusion of Heads of Departments and other important stakeholders.
9.	Miscellaneous	The house discussed the organization of the 3rd International Conference on Data Science and Communication, scheduled for 19–20 November 2026. Members emphasized the need for wide publicity through emails, banners, brochures, and academic conference platforms. Members also suggested organizing workshops on the following topics: • Patent Filing • LaTeX for Research Article Writing • Project Proposal Submission under National R&D Schemes

The meeting ended with a vote of thanks to the Chair.


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IQAC Coordinator
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Signature Roll of Meeting

Committee Name.: IQAC

Ref No. (IQAC/2025-26/GM/04)

Meeting Date: 10-03-2026

Meeting Time: 1:30 PM

Meeting Venue: SIT Conference Room

Sl. No.	Name and Designation of Member	Signature
Chairperson		
1.	Prof. (Dr.) Joydeep Dutta, Principal-In-Charge, SIT	<i>[Signature]</i> 10/3/26
Coordinator		
2.	Prof. (Dr.) Debajyoti Misra, Assistant Professor, Department of Electronics & Communication Engineering (ECE), SIT	<i>[Signature]</i> 10/3/26
Members Management		
3.	Mr. Joydeep Guha, Director, TIG	<i>[Signature]</i> 10/3/26
Senior Administrative Officer		
4.	Mr. Sujit Chatterjee, HR Manager, SIT	<i>[Signature]</i> 10/03/2026
Members of Faculty		
5.	Dr. Manas Saha, Associate Professor	<i>[Signature]</i> 10/03/26
6.	Dr. Jayanta Dutta, Associate Professor	<i>[Signature]</i> 10/03/2026
7.	Dr. Arundhati Chakrabarti, Assistant Professor	<i>[Signature]</i> 10/03/26
8.	Dr. Jayanta Bhushan Basu, Assistant Professor	<i>[Signature]</i> 10/03/2026

9.	Dr. Anupam Mukherjee, Assistant Professor	
10.	Mr. Mithun Roy, Assistant Professor	MRoy 10/03/26
11.	Mr. Debaditya Kundu, Assistant Professor	D.Kundu 10/03/2026
12.	Mr. Pritam Sinha, Assistant Professor	P.Sinha 10/3/26
13.	Ms. Santana Guha, Assistant Professor	S.Guha 10/03/26
Nominee From Local Society		
14.	Mr. Milan Sarkar, Senior Advocate, Siliguri	
Nominee From Employer		
15.	Mr. Anirudha Biswas, CEO&CO-Founder, Fixfin Technologies Pvt. Ltd.	
	Student Representative	
16.	Mr. Ayush Kumar Singh 3 rd Year, CSE	Ayush Kumar Singh
Alumni Representative		
17.	Mr. Anindya Basu	Anindya Basu 10/3/26

Anindya Basu
10.03.2026
Coordinator, Internal Quality Assurance Cell (IQAC)
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IQAC Coordinator
Siliguri Institute Of Technology

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Internal Quality Assurance Cell (IQAC)

Action Taken Report (ATR) of meeting held on 10.03.2026

Ref No. (IQAC/2025-26/GM/04)

Meeting Date: 10-03-2026

Meeting Time: 1:30 PM

Meeting Venue: Conference Room

26.03.2026

Sl. No.	Agenda	Action Taken
1	Confirmation of Minutes of the Previous Meeting	The minutes of the previous IQAC meeting were reviewed and confirmed without modifications. The decision was duly recorded for institutional reference.
2	Action Taken Report (ATR) on decisions of last meeting	The ATR on the decisions of the previous meeting was presented before the house and accepted.
3	Review of Academic Performance of current semester	The academic progress was reviewed. Departments/Academic Committee were advised to arrange extra classes after completion of the 3rd Technical Training and the 2nd Semester Examination, as required, to ensure timely completion of the syllabus.
4	Review of action taken by the various departments based on the suggestion provided by the External Audit Team	Reports from all departments were received and the actions taken against the External Audit Team's recommendations were reviewed. Departments requiring additional support were identified, and the planned certification programmes were advised to be initiated immediately.
5	Preparation of Binary Accreditation	Preparations for Binary Accreditation were initiated with reference to the discussed mark distribution and evaluation criteria. The AQAR for AY 2024-25 was planned for completion by June 2026, followed by preparation and documentation for the second accreditation cycle from July 2026 onwards.
6	Faculty development initiatives	Recent FDP activities were reviewed and upcoming FDPs on emerging technologies, including IoT and Smart Vehicles, were noted.
7	Student development Initiatives	Measures to enhance internship and placement opportunities were discussed. The 'SIT – Student Career Advancement Cell' Job Bank was formed/operationalized,

Sl. No.	Agenda	Action Taken
		through which faculty and staff share relevant job opportunities with students through student groups.
8	Reform of IQAC Committee	The restructuring of the IQAC Committee was planned after completion of the current semester, with provision for inclusion of Heads of Departments and other important stakeholders.
9	Miscellaneous	Preparatory activities for the 3rd International Conference on Data Science and Communication, scheduled for 19–20 November 2026, were taken up. Wide publicity through emails, banners, brochures and academic conference platforms was planned. Workshops on Patent Filing, LaTeX for Research Article Writing, and Project Proposal Submission under National R&D Schemes were also proposed for organization.



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