

Minutes of the Meeting

Ref No. (IQAC/2026-27/GM/01)

Meeting Date: 01-09-2026

Meeting Time: 4:30 PM

Meeting Venue: Block A board Room

Sl. No	Agenda	Discussion and Outcome
1.	Review of Teaching–Learning and Academic Quality Enhancement	Identify Slow Learners: In accordance with the decision taken by the House, Departmental Academic Committee and the faculty concerned will identify students based on: • Attendance • Academic performance/internal assessment • Assignments • Classroom participation • Conceptual understanding Academic Support: • Remedial classes • Doubt-clearing sessions • Additional assignments/tutorials • Individual guidance Monitoring: • Regular monitoring of identified students to improve conceptual understanding and examination performance. Faculty development Program: • Date: 23 September 2026 • Venue: J.C. Bose Seminar Hall • Topic: GAPC 4.0 with reference to NEP 2020.
2.	Academic and Administrative Audit	Academic & Administrative Audit: • January 2026 audit observations were discussed. • Audit team recommended introducing certification programmes. • Certification Programmes: Electrical & Civil Engineering: Programmes already ongoing. ECE:

		• Certification programme on Electric Vehicle Technology to be initiated shortly. Record Maintenance: • All departments must maintain updated, proper and evidence-based academic & administrative records. • Records should help identify gaps and facilitate corrective actions during future audits.
3.	Discussion on Enhancing Faculty Development Programme and IPR-related Activities at Institution	Faculty Development Activities • FDPs, workshops and training programmes are being conducted by different departments. • Activities are monitored through R&D Cell. Strengthening Faculty Development • IQAC Coordinator emphasized further strengthening FDPs, workshops and training programmes. IPR Cell • A dedicated Institutional IPR Cell will be constituted. • The Principal was requested to issue the necessary notification. • The IPR Cell will initiate and coordinate IPR-related activities.
4.	Accreditation and Quality Documentation	NAAC Meeting Preparation • Preparation for the proposed NAAC-related meeting (21–25 September 2026) will be undertaken. Gap Analysis • NAAC Coordinators will review the gaps identified in the previous AQAR. Corrective Measures • Appropriate corrective and improvement measures will be planned to address the identified gaps.
5.	Feedback Mechanism and Action Taken	Exit Survey & ATR • Exit Survey of pass-out students has been completed. • Action Taken Report (ATR) has been prepared and communicated to respective departments. Implementation of Action Plans • Departments must maintain records of the action plans communicated through ATR. • Proper Implementation of the action plans should be ensured. Documentation & Evidence • All departmental activities must be properly documented.
6.	Student Development, Industry–Academia Collaboration and Other	MOOCs/NPTEL:

	Initiatives for Enhancing Overall Quality of the Institution	- Students encouraged to undertake MOOCs/NPTEL courses for skill enhancement. - NPTEL resources, including those useful for GATE preparation, should be effectively utilized. In-house Skill Development: - Internships and skill-development programmes are being conducted through: 3D Printing Laboratory - Toyota Kirloskar/Smart Vehicle Laboratory Expected Outcomes: - Improve practical knowledge - Enhance employability - Strengthen industry readiness of students.
7.	Training & Placement	Training & Placement: - Strengthen Training & Placement activities to improve student employability. Student Support: - Departments should provide necessary academic and skill-development support. - Encourage students to participate in: - Training programmes - Certification courses - Internships - Industry-oriented programmes Departmental Action Plan: - Department-specific action points may be finalized based on the detailed discussion with the Training & Placement Cell.
8	Best Practices and Quality Improvement Initiatives	The IQAC Coordinator informed that various departments are undertaking several good activities and initiatives. It was emphasized that departments should identify those practices which have a measurable, sustainable and significant impact on students and institutional quality. Such practices should be properly documented with supporting evidence, including objectives, implementation, outcomes, impact and sustainability, so that they can be presented as Institutional best practices during audits and accreditation.
9.	Reform of IQAC Committee	The members discussed the review of the composition and functioning of the IQAC Committee. It was stated

		that, if required for the betterment and effective functioning of the IQAC, the IQAC Coordinator may take appropriate steps for reforming/reconstituting the committee, following the applicable institutional procedure and requirements.
10.	Miscellaneous	No additional matter was raised for discussion under this agenda.

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

Dr. Misra 16/9/26

Dr. Debajyoti Misra
IQAC Coordinator
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





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

Signature Roll of Meeting

Committee Name: IQAC

Ref No. (IQAC/2026-27/GM/01)

Meeting Date: 01-09-2026

Meeting Time: 4:30 PM

Meeting Venue: Block A Conference Room (Ground Floor)

Sl No.	Name of the Member	Designation	Signature
1.	Dr. Joydeep Dutta.	Principal, SIT	
2.	Dr. Arundhati Chakravarti	Vice-Principal	
3.	Mithun Roy	Asst. prof.	
4.	Debaditya Kundu.	Asst. Prof.	 01/09/2026
5.	T. B. Boru	Assoc. Prof.	
6.	Nandana Ghosh	Asst. Prof.	
7.	ANINDYA BASU	PIC, SIT DIFKONA	
8.	Mamoni Saha	Asso. Prof.	
9.	Pritam Sinha	Asst. Prof.	
10.	Dr. Jayanta Datta	Disco. Pres.	
11.	Dr. Debajyoti Misra	Asst. Prof.	
12.	Dr. Anupam Mukherjee	Asst. Prof.	
13.			
14.			
15.			
16.			
17.			

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

16 Sept 2026, 2:57 pm



Scanned with OKEN Scanner