



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

REF. NO.: (IQAC/2023-24/GM/02)

Date: 08.03.2024

Meeting Date: 15-03-2024

Meeting Time: 4:00 PM

Meeting Venue: ECE DC Meeting Room.

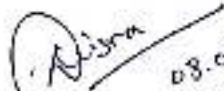
Subject: General Meeting of the IQAC

Address to:

1. Members of the IQAC

Meeting Agendas:

1. Discussion on specific strategies to improve outreach and extension activities within each department.
2. Optimization of internship programs and other student support initiatives to bolster the institute's quality assurance efforts.
3. Maximizing the signing of Memorandums of Understanding (MOUs) for enhanced collaboration.
4. Advancements in technical training, skill enhancement, and club activities.
5. Initiatives aimed at improving NIRF rankings, considering the Institutional Self Review (ISW) Report for potential adjustments to institutional practices for AQAR 2023-2024.
6. Implementation of the Indian Knowledge System.
7. Other relevant topics for discussion


08.03.24

Convener, 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/2023-24/GM/02)
 Meeting Date: 15-03-2024
 Meeting Time: 4:00 PM
 Meeting Venue: DC Meeting Room ECE
 No. of members Present:23
 No. of members absent:7

| Sl. No | Agenda | Discussion and Outcome |
|--------|---|--|
| 1 | To discuss the action taken against the minutes of the last meeting | The action taken report against the minutes of the last meeting was briefed up in the meeting. |
| 2 | Discussion on specific strategies to improve outreach and extension activities within each department. | Every department should organise one outreach program per semester. NSS should collaborate with external agencies to conduct outreach and extension activities more in number. |
| 3. | Optimization of internship programs and other student support initiatives to bolster the institute's quality assurance efforts. | The training and placement cell highlights the importance of internship through AICTE Internship Portal. The training and placement cell is also requested to enhance the multi domain internship of the students. |
| 4. | Maximizing the signing of Memorandums of Understanding (MOUs) for enhanced collaboration. | Memorandums of Understanding (MOUs) related activities should be increase by the department as well as the institute. Department should go for academic collaboration with other institution. Our PG program can collaborate with UG program of another institute. Institute Innovation Council and Entrepreneurship development cell should go ahead for signing new MOU. |
| 5. | Advancements in technical training, skill enhancement, and club activities. | The club activities of every department should be increased, documenting the outcomes. |
| 6. | Initiatives aimed at improving NIRF rankings, considering the Institutional Self Review (ISW) Report for potential | The coordinator of NIRF ranking is considering to apply for the same from 2024. The importance of different accreditation process was discussed. All the members agree to dive for any sort of accreditation |

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| | adjustments to institutional practices for AQAR 2023-2024. | as when required. This will enhance the quality of education. |
| 7. | Implementation of the Indian Knowledge System. | Library should include some books related to Indian Knowledge system. Some relevant workshop should be conducted by the Institute. The department should follow the website- https://iksindia.org/ for proper guidance to carry forward the relevant tasks |
| 8. | Other relevant topics for discussion | Newly joined faculty member Prof. Avijit Bhowmick, CSE should be included as IQAC member. |


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ACTION TAKEN REPORT

Committee Name: IQAC

REF. NO.: ((IQAC/ 2023-24 /GM-02)

Meeting Date: 15.03.2024 Meeting Venue: ECE DC Meeting Room of SIT

Minutes Issued By: Dr. Debajyoti Misra

| SL. NO. | AGENDA | RESOLUTION | ACTION TAKEN |
|---------|---|--|--|
| 1. | Discussion on specific strategies to improve outreach and extension activities within each department. | Every department should organize one outreach program per semester. NSS should collaborate with external agencies to conduct outreach and extension activities more in number. | The following outreach program was completed in association with the NSS unit of SIT 1. Blood Donation Camp, NSS SIT Unit in association with Surjyanagar Samaj-kalyan Sanstha, Siliguri 2. Health Awareness Camp NSS SIT Unit in association with Dinchen Salbari Sukna Buddhist Sangha, Siliguri |
| 2. | Optimization of internship programs and other student support initiatives to bolster the institute's quality assurance efforts. | The training and placement cell highlights the importance of internship through AICTE Internship Portal. The training and placement cell is also requested to enhance the multi domain internship of the students. | As per the information obtained from training and placement cell total 136 students has submitted their internship details on August 2024. |
| 3. | Maximizing the signing of Memorandums of Understanding (MOUs) for enhanced collaboration. | Memorandums of Understanding (MOUs) related activities should be increase by the department as well as the Institute. Department should go for academic collaboration with other institution. Our PG program can collaborate with UG program of another institute. Institute Innovation Council and Entrepreneurship development cell should go ahead for signing new MOU. | MOU Signing 1. SIT with Perennation Computer Solutions Global Pvt. Ltd. (PCS Global) on 15,03.2024 2. SIT with Sister Nivedita University (SNU) on 22.03.2024. 3. SIT with National Entrepreneurship cell on 09.05.2024. |



Siliguri Institute of Technology

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| 4. | Advancements in technical training, skill enhancement, and club activities. | The club activities of every department should be increased, documenting the outcomes. | Every department has started domain specific technical training on IoT, Deep learning and other advance technology. Cyber physical system club has taken Initiated to procure drone for various club activities. |
| 6. | Initiatives aimed at improving NIRF rankings, considering the Institutional Self Review (ISR) Report for potential adjustments to institutional practices for AQAR 2023-2024. | The coordinator of NIRF ranking is considering to apply for the same from 2024. The importance of different accreditation process was discussed. All the members agree to dive for any sort of accreditation as when required. This will enhance the quality of education. | Initiative has taken for the same expected within end of January 2025 the process would be completed. |
| 7. | Implementation of the Indian Knowledge System. | Library should include some books related to Indian Knowledge system. Some relevant workshop should be conducted by the institute. The department should follow the website- https://iksindia.org/ for proper guidance to carry forward the relevant tasks | Library has purchased 6 titles total 24 books on IKS. |
| 8. | Other relevant topics for discussion | Newly joined faculty member Prof. Avijit Bhowmick, CSE should be included as IQAC member. | Prof. Avijit Bhowmick, CSE has been included as a member of IQAC. |

Dr. Debajyoti Misra

Name of the Coordinator & Convener

Debajyoti Misra
Full Signature 19.08.24

Dr. Mithun Chakraborty

Chairperson, IQAC Committee

Mithun Chakraborty
Full Signature 19.08.24