



# SWAMI VIVEKANANDA INSTITUTE OF SCIENCE & TECHNOLOGY

Dakshin Gobindapur, P.S. - Sonarpur  
Kolkata - 700 145

Approved by AICTE &  
Affiliated to MAKAUT  
College Code : 241  
(033) 2437 9913  
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info@svist.org  
www.svist.org

Ref No. SVIST/241/AC/2018-19/01

Date: 05/09/2018

## Notice

It is here by informed to all concerned of Academic Council that the meeting will be held on 07-09-2018 at 2:00 P.M. in the conference room. So, you are requested to attend the meeting on time.

### Agenda:

- Action taken regarding students' feedback.
- Bridge the gap between the course curriculum and market demand.
- Extra classes beyond syllabus and remedial classes

Dr. Sonali Sarkar

Principal, SVIST

Convener-AC

Copy to:

1. All HODs
2. IQAC Coordinator

Principal  
Swami Vivekananda Institute of  
Science & Technology  
Dakshin Gobindapur  
P.S.- Sonarpur, Kolkata-145

Principal  
Swami Vivekananda Institute of  
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Dakshin Gobindapur  
P.S.- Sonarpur, Kolkata-145



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## Minutes of meeting of Academic Council held on 07-09-2018 at 2 p.m. in the Conference Room.

### Minutes:

- The academic council discussed and came to the conclusion that to bridge the gap between the course curriculum and market demand, extra lectures will be arranged by Experts from Academics and Industry background.
- Also decided that In-House faculty members will also take some classes beyond syllabus which is suitable for present scenario.
- Needful measures are to be taken so that students undergo some other training which are not included in the University syllabus but needed for Industry and other competitive Exams like GATE, MAT, etc.

The meeting ended with thanks to the member.

### Members Present and Signature:

Name	Signature
Dr. Sonali Sarkar - Principal, Convenor	
Mr. Suman Das - HOD, ME, Member	
Mr. Chittajit Sarkar - HOD, ECE, Member	
Mr. Saptarshi Nandi - HOD, CE, Member	
Dr. Arindam Mondal - HOD, EEE, Member	
Mr. Pranab Kumar Gayen - HOD, CSE, Member	
Dr. Anindita Kundu - CE, Member	
Dr. Manasi Mukhopadhyay - HOD, BSH Department, Member	
Mr. Amitabha Gupta - MBA, Member	

Principal

Swami Vivekananda Institute of  
Science & Technology  
Dakshin Gobindapur  
P.S.- Sonarpur, Kolkata-145



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Name	Signature
Mr. Somnath Das –ME, Member	
Dr. Suorabh Bal – BSH Department, Member	
Mr. Anindya Sundar Das – ECE, Member	
Dr. Arpan Dutta – BSH Department, Member	

Principal  
Swami Vivekananda Institute of  
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Ref SVIST/241/SC/2018-19/01

Date 15.9.2018

## NOTICE

It is hereby notified to all concerned that the Scholarship Committee has been formed comprising of the following members:

The members of the committee are as follows:

- |                             |                            |
|-----------------------------|----------------------------|
| 1. Mr. Rajat Chanda         | Office Assistant, Convenor |
| 2. Mr. Sudipta Hazra        | Assistant Prof. - CSE      |
| 3. Mr. Anindya Sundar Das   | Assistant Prof. - ECE      |
| 4. Mr. Somnath Roy          | General Manager            |
| 5. Mr. Sumit Das            | Administrative Officer     |
| 6. Mr. Arindam Paul         | Admission Officer          |
| 7. Mr. Krishna Kanta Chanda | Office Assistant           |
| 8. Mr. Prabin Das           | Office Assistant           |

Members are requested to do the needful at earliest and meet amongst themselves at least once in three months to review the outcome of previous meeting and decision will be taken for their next course of action.

(Dr. Sonali Sarkar)

Principal

Principal  
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Ref SVIST/241/SC/2018-19/02

Notice

Date 19.9.2018

All concerned Scholarship Committee members are requested to attend a meeting on **Availability of Scholarship for Students** at 20.09.2018 at conference hall from 14:30 hrs.

### Agenda of Meeting:

1. Scholarship Opportunities in the College.
2. Determine the eligibility criteria for Institute funded scholarship.
3. Enrolment & re-enrolment of present registered students in institute for either Government or Institute funded scholarship.
4. Eligibility criteria, application procedure & timeline for different scholarship.

*Rajat Chanda*

**Mr. Rajat Chanda**

**(Convenor)**

*Sghosh*

Principal  
Swami Vivekananda Institute of  
Science & Technology  
Dakshin Gobindapur  
P.S.- Sonarpur, Kolkata-145

Copy to:

- 1) Principal Office
- 2) All HODs



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*Ref*

*Date* 20.9.2018

## Minutes of the Meeting for Scholarship CELL

- Mr Rajat Chanda inform about the necessary action taken against the discussion on previous meeting.
- Mr Rajat Chanda inform about the details of students to be enrolled for different scholarship.
- Mr Rajat Chanda informs about the number and details of students to be re-enrolled themselves for respective scholarships.
- Members have discussed on available scholarship opportunities for registered students.
- Members have discussed on eligibility criteria for respective scholarships.
- Discussions have been made on the application process and documents requirement.
- Discussion has been made to determine a timeline for students to submit documents for verification process in application procedure from college end.
- Discussions have been made to find out the reason behind cancellation of scholarship and rectify the problem if possible.

  
Principal  
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Ref

Date 20.9.2018

## Members Present and Signature:

Scholarship CELL 2018-2019		
Sl. No.	Name	Signature
1	Mr. Rajat Chanda	Rajat Chanda
2	Mr. Sudipta Hazra	Sudipta Hazra
3	Mr. Anindya Sundar Das	Anindya
4	Mr. Somnath Roy	Somnath Roy
5	Mr. Sumit Das	Sumit Das
6	Mr. Arindam Paul	Arindam Paul
7	Mr. Krishna Kanta Chanda	KK Chanda
8	Mr. Prabin Das	P Das

The meeting ended with concluding remarks from convenor including fixation of the date of next meeting and he also thanks all the presented members of the scholarship committee.

*Rajat Chanda*

Mr. Rajat Chanda

(Convenor)

*Syhoosh*  
Principal  
Swami Vivekananda Institute of  
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Ref. SVIST/241/T.F.C./2018-19/01

Date 29.1.2019

## NOTICE

It is hereby notified to all concerned that the Tech Fest Committee has been restructured for 2019 comprising of the following members:

The members of the committee are as follows:

1. Dr. Manasi Mukhopadhyay – HOD, BSH dept, Convener
2. Mr. Anindya Ghosh – Asst. Professor, ECE, Co-Convener
3. Mr. Samik Banerjee – HOD, CE, Member
4. Mr. Suman Das – HOD, ME, Member
5. Mr. Sheersendu Bhattacharya – Asst. Professor, ECE, Member
6. Mr. Samrat Paul – Asst. Professor, EEE, Member
7. Mr. Debayan Chakraborty – Asst. Professor, BSH, Member
8. Dr. Somnath Das – Asst. Professor, ME, Member
9. Dr. Arpan Dutta – Asst. Professor, BSH, Member
10. Mr. Habib Laskar – Asst. Professor, CE, Member

Please note that the Tech Fest – Innovention 2019 will be held on 11<sup>th</sup> & 12<sup>th</sup> May, 2019.

Members are requested to start working immediately and meet amongst themselves to decide their course of action. Conveners are requested to submit the undersigned a copy of the Tech Fest Events & Achievements after the Tech Fest and ask students to submit their Models/App/Activities etc. within a scheduled time.

  
Principal  
Swami Vivekananda Institute of  
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Principal  
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Ref: SVIST/241/T.F.C./2018-19/02

Date: 27.2.2019

## Notice

It is here by informed to all concerned members of the Tech Fest committee that the meeting will be held on 01.03.2019 at 03:30 PM in the conference room. So, please attend the meeting in time.

### Agenda of the Meeting

- To organize the Techfest of the college going to be held on May11 and 12, 2019.
- Formation of various committees for the proper execution of different events of the Tech fest.
- To frame the budget and schedule of the different events
- To discuss and finalize the Prizes for each event.
- To identify the external Jury members of each events
- Miscellaneous.

Copy to:

- 1) Principal Office
- 2) All HODs

Dr. Manasi Mukhopadhyay  
(Convener)

Principal  
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## Meeting on upcoming Technical Fest

**Date & Time: March 1, 2019 Friday at 3:30 PM**

**Venue: Conference room**

### MINUTES OF THE MEETING:

--Several committees are created and approved for different events.

-- It has been decided that there will be a very short inaugural ceremony before the commencement of the Tech fest.

--The budgets have been approved.

-- The external jury members have identified and approved the events.

--Events will be held on 11.05.2019

- Coding and Blind Coding, Entrepreneurship Postering and Presentation, Tech Debate, Tech Quiz, Innovation Postering and Presentation, Model Presentation (screening)

-- Events will be held on 12.05.2019

- Model Presentation (final), Art and Craft, T-shirt designing, Photography, Short film
- Prize distribution

--During the meeting, the committee members discussed the event list and assigned different members to form it.

  
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## Members present

Dr. Manasi Mukhopadhyay   
Mr. Anindya Ghosh   
Mr. Samik Banerjee   
Mr. Suman Das   
Mr. Sheersendu Bhattacharya   
Mr. Samrat Paul   
Mr. Debayan Chakraborty   
Dr. Somnath Das   
Dr. Arpan Dutta   
Mr. Habib Laskar 

Members are requested to commence work promptly and collaborate to determine the next steps. Conveners are asked to submit a report on Tech Fest Events & Achievements after the event. Additionally, a reminder is issued for students to submit their Models, Apps, and Activities within the specified timeframe. Advanced gratitude is expressed for everyone's cooperation.



Dr. Manasi Mukhopadhyay

(Convener)

  
Principal  
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Ref SVIST/241/T & P/2018-19/01

Date 2/8/2018

## NOTICE

It is hereby notified to all concerned that the Training & Placement Committee has been formed to assist Training & Placement Cell comprising of the following members:

1. Ms. Jayita Chakraborty – TPO – Convener
2. Mr. Syed Alay Ibrahim Nazeef –T&P Officer
3. Mr. Viki Das - T&P Officer
4. Ms. Sonam Dubey - T&P Co-ordinator
5. Mr. Ashish Gupta - ECE 4<sup>th</sup> Year
6. Mr. Joydip Kumar Mondal - ME 4<sup>th</sup> Year
7. Mr. Abhijeet Kumar Kushwaha - CSE 4<sup>th</sup> Year
8. Ms. Chaksa Saha - EEE 4<sup>th</sup> Year
9. Mr. Amit Kumar - CE 4<sup>th</sup> Year

Members are requested to start working immediately and meet amongst themselves at least once a month and decide their course of action. Minutes of the meeting is to be maintained by Convener and submitted to the undersigned.

(Dr. Sonali Sarkar)  
Principal

Principal  
Swami Vivekananda Institute of  
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Principal  
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Ref. SVIST/241/T&P/2018-19/02

Date: 3/8/2018

## Notice

It is here by informed to all concerned of T & P cell that the meeting will be held on 04-08-2018 at 02:00 PM in the conference room. So, please attend the meeting in time.

### Agenda:

1. To discuss about Campus drive
2. To collect data of unplaced students
3. To organize placement drives for mainly ME and CE students of 2028 batch.

*Jayita Chakraborty*

Ms. Jayita Chakraborty

(Convenor – T&P Cell)

Copy to:

- 1) Principal Office
- 2) All HODs

*Sybil*

Principal  
Swami Vivekananda Institute of  
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*Ref.*

*Date* 4/8/2018

## Minutes of the Meeting for T & P CELL

A meeting of members of T & P CELL was convened on 04.08.2018 in the conference hall at 2:00pm.

1. All TPOs were asked to organize campus drives immediately for 2018 unplaced students and also ongoing batch of 2019.
2. All TPO's were requested to organize placement drives for mainly ME and CE students of 2018 batch immediately
3. Mr Viki Das to share the last 5 years unplaced data with Principal (SVIST) and all other TPOs.
4. This is also to be noted that at least 80% of the unplaced students of last 5 year should be placed by the placement team of SVIST.
5. Director Sir was informed collaboration of 5-6 companies will be done shortly. He instructed to tie up with at least 10 companies.
6. All TPO's like Mr. Tapas Banerjee and Ms. Jayita Chakraborty where asked to do company tie up at least 5 companies each.
7. This is to be noted that all the MOU's that has been signed or will be signed by all, should create job opportunities, paid internships etc. for our students.
8. create internship opportunities for our ITI students (even if unpaid)
9. TPO's should take responsibility of organizing few National and International seminar with eminent speakers from India and abroad for NAAC and NBA.
10. Mementos with a joint logo (SVIST & Corporate) can be gifted to the companies as a token of felicitation.
11. Mock test if possible.

The meeting ended with thanks to the members.

*Syhad*  
Principal  
Swami Vivekananda Institute of  
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Ref.

Date 4.8.2018

## Members Present and Signature:

T & P CELL 2018-2019		
Sl. No.	Name	Signature
1	Ms. Jayita Chakraborty	Jayita Chakraborty
2	Mr. Syed Alay Ibrahim Nazeef	M Ibrahim Nazeef.
3	Mr. Viki Das	Viki Das
4	Ms. Sonam Dubey	Sonam Dubey
5	Mr. Ashish Gupta	Ashish Gupta
6	Mr. Joydip Kumar Mondal	JKM
7	Mr. Abhijeet Kumar Kushwaha	AKushwaha
8	Ms. Chaksa Saha	Chaksa Saha
9	Mr. Amit Kumar	AKumar

Jayita Chakraborty

Ms. Jayita Chakraborty  
(Convenor - T&P Cell)

  
Principal  
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Ref SVIST/241/Sports Com/2018-19/01

Date 11/1/2019

## NOTICE

It is hereby notified to all concerned that the Sports Committee has been formed comprising of the following members:

The members of the committee are as follows:

1. Dr. Arpan Dutta – Asst. Professor, Basic Sc. - Convener
2. Mr. Debayan Chakraborty – Asst. Professor, HU
3. Ms. Sangita Purkait – Asst. Professor, Math
4. Mr. Subhrajyoti Dey – Asst. Professor, Physics
5. Dr. Srikanta Pal – Asst. Professor, CSE
6. Mr. Susobhan Ray – Asst. Professor, ECE
7. Ms. Ipsita Ghosh - Asst. Professor, ECE
8. Mr. Dhrubajyoti Chakraborty - Asst. Professor, ME
9. Mr. Swagata Banerjee - Technical Assistant, ME
10. Mr. Ibrahim Sardar - Technical Assistant, CSE
11. Mr. Subhasish Das - Technical Assistant, EEE
12. Ms. Moumita Ghosh - Technical Assistant, CE
13. Mr. Anupam Patra - Technical Assistant, CE
14. Ms. Mukta Mitra - Technical Assistant, ECE

The sports will be held on 15<sup>th</sup> to 16<sup>th</sup> February, 2019.

Members are requested to start working immediately and meet amongst themselves to decide their course of action.

(Dr. Sonali Sarkar)

Principal

Swami Vivekananda Institute of  
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Ref SVIST/241/Sports Com/2018-19/02

Date 16/1/2019

## Notice

All concerned Sports Committee members are requested to attend a meeting on 18.01.2019 at conference hall from 03:30 p.m.

Agenda of Meeting:

- To organize the Annual Sports of the college to be held on February 15 and 16, 2019.
- Formation of various committees for the proper execution of different events of the Sports Day.
- To frame and expedite committee members for the events
- To frame the schedule of the different events
- To discuss and finalize the Prizes for each event.
- Miscellaneous.

Copy to:

- 1) Principal Office
- 2) All HODs

  
Principal  
Swami Vivekananda Institute of  
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Dakshin Gobindapur  
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Dr. Arpan Dutta  
(Convener)



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## Meeting on upcoming Annual sports

**Date & Time: January 18, 2019 Friday at 3:30 PM**

**Venue: Conference room**

### MINUTES OF THE MEETING:

--Several committees are created and approved for different events during the Annual Sports Day.

-- It has been decided that there will be a short inaugural ceremony before the commencement of the sports events.

--Events will be held on 15.02.2019

- Table tennis, Badminton, Volleyball, Basketball, Football and crickets for students.

-- Events will be held on 13.02.2019

- Semi-Finals, Finals of the previous day.

- Friendly matches of faculty members for football, crickets and badminton.

-- Committee members are selected from the students for different events.

--During the meeting, the committee members discussed the event list and assigned different members to form it.

Principal  
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## Members present

Dr. Arpan Dutta *Arpan Dutta*  
Mr. Debayan Chakraborty *debayan chakraborty*  
Ms. Sangita Purkait *Sangita Purkait*  
Mr. Subhrajyoti Dey *Subhrajyoti Dey*  
Dr. Srikanta Paul *Srikanta Paul*  
Mr. Susobhan Ray *Susobhan Ray*  
Ms. Ipsita Ghosh *Ipsita Ghosh*  
Mr. Dhruvajyoti Chakraborty *Dhruvajyoti Chakraborty*  
Mr. Swagata Banerjee *Swagata Banerjee*  
Ms. Ibrahim Sardar *Ibrahim Sardar*  
Mr. Subhasish Das *Subhasish Das*  
Ms. Moumita Ghosh *Moumita Ghosh*  
Mr. Anupam Patra *Anupam Patra*  
Ms. Mukta Mitra *Mukta Mitra*

Please ensure that you perform your assigned duties to make the event a success.

*Sgt*  
Principal  
Swami Vivekananda Institute of  
Science & Technology  
Dakshin Gobindapur  
P.S. Sonarpur, Kolkata-145

*Arpan Dutta*  
Dr. Arpan Dutta  
(Convener)



# SWAMI VIVEKANANDA INSTITUTE OF SCIENCE & TECHNOLOGY

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Kolkata - 700 145

NAAC ACCREDITED  
Approved by AICTE &  
Affiliated to MAKAUT &  
WBSCTE  
College Code : 241

☎ 033-2437-9913  
☎ Fax : 033-2437-9913  
✉ info@svist.org  
🌐 www.svist.org

Ref No. SVIST/241/AC/2019-20/01

Date: 13/03/2020

## Notice

It is here by informed to all concerned of Academic Council that the meeting will be held on 14-03-2020 at 2:00 P.M. in the conference room. So, you are requested to attend the meeting on time.

### Agenda:

- 1) Activities to be undertaken during the break period for Corona Virus from 16<sup>th</sup> March to 31<sup>st</sup> March, 2020
- 2) University exam related and execution of remedial classes
- 3) Planning and execution of Online classes and virtual lab

Dr. Sonali Sarkar  
Principal, SVIST

Convener-AC  
Principal  
Swami Vivekananda Institute of  
Science & Technology  
Dakshin Gobindapur  
P.S.- Sonarpur, Kolkata-145

Copy to:

1. All HODs
2. IQAC Coordinator

Principal  
Swami Vivekananda Institute of  
Science & Technology  
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P.S.- Sonarpur, Kolkata-145



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## Minutes of meeting of Academic Council held on 14/3/2020 at 2 p.m. in the Conference Room.

### Minutes:

- Laboratory internal marks (40 marks) to be uploaded in MAKAUT Portal by 20<sup>th</sup> March, 2020 from home by individual faculty members.
- Departmental H.O.D's to monitor and do the final checking about uploading marks.
- If conditions go towards betterment we will come to college on 31<sup>st</sup> March, 2020 for a meeting at 1pm.
- If condition worsens then CA-3 marks to be filled up and uploaded by faculty members from home within 3<sup>rd</sup> April, 2020. However Exam cell should check about any revised notification for uploading CA-3 marks and rescheduling of submission date, if any to H.O.D's and Principal.
- For extension of break we will strictly follow Govt. of West Bengal and MAKAUT notification which will be further notified by Principal.
- During break period classes to be taken through Whats App group as per routine schedule and H.O.D's to add the concerned teachers. H.O.D's and Mentors to monitor that the classes are taking place regularly.
- Classes should be taken can be done by sharing Notes, Short Audio, Video Clippings, Youtube lecture links etc.
- Departmental Mentors to mentor and to report to H.O.D about regularity of the classes.
- For First year, the H.O.D's / Mentors to add 1<sup>st</sup> year subject teachers in the Whats App group. Phone no. of subject teachers can be obtained from Mr. Sumit Das.
- Mentors to report Departmental H.O.D and update regarding the classes.
- It came to our knowledge that many results which was declared today was incomplete when University was called they strictly informed us to make evaluation mandatory for all teachers and the checking should be done in the college. So, it was decided that

  
Principal

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each faculty members should check at least 30 copies in college mandatorily within a stipulated period from next semester.

- As per direction of our Honorable Director each department should make their departmental prospectus of 6 to 8 pages during this break period. Basic Science & Humanities faculty members may be included in each department as per subject offered.
- The Honorable Director has requested each and every faculty member to put extra thrust for 1<sup>st</sup> year admission and take extra responsibility for admitting new students.

The meeting ended with a note for keeping safe from Corona Virus for all.

## Members Present and Signature:

Name	Signature
Dr. Sonali Sarkar – Principal, Convenor	
Mr. Suman Das - HOD, ME, Member	
Mr. Chittajit Sarkar– HOD, ECE, Member	
Mr. Samik Banerjee-HOD,CE,Member	
Dr. Arindam Mondal – HOD, EEE,Member	
Mr. Pranab Kumar Gayen - HOD, CSE, Member	
Dr. Anindita Kundu - CE, Member	
Dr. Manasi Mukhopadhyay–HOD, BSH Department, Member	
Mr. Amitabha Gupta – MBA, Member	
Mr. Sheersendu Bhattacharya-ECE, Member	
Dr. Somnath Das –ME, Member	
Dr. Suorabh Bal - BSH Department, Member	
Dr. Anindya Sundar Das –ECE, Member	
Dr. Arpan Dutta – BSH Department,Member	

Principal  
Swami Vivekananda Institute of  
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Ref. SVIST/241/SC/2019-20/01

Date...5.10.2019...

## NOTICE

It is hereby notified to all concerned that the Scholarship Committee has been formed comprising of the following members:

The members of the committee are as follows:

- |                                |                            |
|--------------------------------|----------------------------|
| 1. Mr. Rajat Chanda            | Office Assistant, Convenor |
| 2. Dr. Chittajit Sarkar        | Associate Prof. - EE       |
| 3. Mr. Dhruvajyoti Chakraborty | Assistant Prof. - ME       |
| 4. Mr. Somnath Roy             | General Manager            |
| 5. Mr. Sumit Das               | Administrative Officer     |
| 6. Mr. Arindam Paul            | Admission Officer          |
| 7. Mr. Krishna Kanta Chanda    | Office Assistant           |
| 8. Mr. Prabin Das              | Office Assistant           |

Members are requested to do the needful at earliest and meet amongst themselves at least once in three months to review the outcome of previous meeting and decision will be taken for their next course of action.

  
\_\_\_\_\_  
(Dr. Sonali Sarkar)

Principal

Principal  
Swami Vivekananda Institute of  
Science & Technology  
Dakshin Gobindapur  
P.S.- Sonarpur, Kolkata-145

  
Principal  
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Ref. SVIST/241/SC/2019-20/02

Date...8.10.2019

## Notice

All concerned Scholarship Committee members are requested to attend a meeting on **Availability of Scholarship for Students** at 09.10.2019 at conference hall from 15:30 hrs.

### Agenda of Meeting:

1. Scholarship Opportunities in the College
2. Determine the eligibility criteria for Institute funded scholarship.
3. Enrolment & re-enrolment of present registered students in institute for either Government or Institute funded scholarship.
4. Eligibility criteria, application procedure & timeline for different scholarship.

*Rajat Chanda*

**Mr. Rajat Chanda**  
(Convenor)

Copy to:

- 1) Principal Office
- 2) All HODs

*Syhos*  
Principal  
Swami Vivekananda Institute of  
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Dakshin Gobindapur  
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## Minutes of the Meeting for Scholarship CELL

- Mr Rajat Chanda inform about the necessary action taken against the discussion on previous meeting.
- Mr Rajat Chanda inform about the details of students to be enrolled for different scholarship.
- Mr Rajat Chanda informs about the number and details of students to be re-enrolled themselves for respective scholarships.
- Members have discussed on available scholarship opportunities for registered students.
- Members have discussed on eligibility criteria for respective scholarships.
- Discussions have been made on the application process and documents requirement.
- Discussion has been made to determine a timeline for students to submit documents for verification process in application procedure from college end.
- Discussions have been made to find out the reason behind cancellation of scholarship and rectify the problem if possible.

*Syhad*  
Principal  
Swami Vivekananda Institute of  
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## Members Present and Signature:

Scholarship CELL 2019-2020		
Sl. No.	Name	Signature
1	Mr. Rajat Chanda	Rajat Chanda
2	Dr. Chittajit Sarkar	
3	Mr. Dhrubajyoti Chakraborty	Dhrubajyoti Chakraborty
4	Mr. Somnath Roy	Somnath Roy
5	Mr. Sumit Das	Sumit Das
6	Mr. Arindam Paul	Arindam Paul
7	Mr. Krishna Kanta Chanda	KKC Chanda
8	Mr. Prabin Das	Prabin Das

The meeting ended with concluding remarks from convenor including fixation of the date of next meeting and he also thanks all the presented members of the scholarship committee.

Sghosh

Principal  
Swami Vivekananda Institute of  
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Dakshin Gobindapur  
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Rajat Chanda

Mr. Rajat Chanda

(Convenor)



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Ref. SVIST/241/T.F.C./2019-20/01

Date.....26.11.2019

## NOTICE

It is hereby notified to all concerned that the Tech Fest Committee has been restructured for 2020 comprising of the following members:

The members of the committee are as follows:

1. Dr. Manasi Mukhopadhyay – HOD, BSH dept, Convener
2. Mr. Anindya Ghosh – Asst. Professor, ECE, Co-Convener
3. Dr. Arpan Dutta – Asst. Professor, BSH, Member
4. Mr. Samik Banerjee – HOD, CE, Member
5. Mr. Suman Das – HOD, ME, Member
6. Mr. Sheersendu Bhattacharya – Asst. Professor, ECE, Member
7. Mr. Samrat Paul – Asst. Professor, EEE, Member
8. Mr. Debayan Chakraborty – Asst. Professor, BSH, Member
9. Dr. Somnath Das – Asst. Professor, ME, Member

Please note that the Tech Fest – Innovention 2019 will be held on 21<sup>st</sup> & 22<sup>nd</sup> February, 2020.

Members are requested to start working immediately and meet amongst themselves to decide their course of action. Conveners are requested to submit the undersigned a copy of the Tech Fest Events & Achievements after the Tech Fest and ask students to submit their Models/App/Activities etc. within a scheduled time.

(Dr. Sonali Sarkar)  
Principal

Principal  
Swami Vivekananda Institute of  
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Dakshin Gobindapur  
P.S.- Sonarpur, Kolkata-145

Principal  
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Ref : SVIST/241/T.F.C./2019-20/02

Date : 29.11.2019

## Notice

It is here by informed to all concerned members of the Tech Fest committee that the meeting will be held on 03.12.2019 at 03:30 PM in the conference room. So, please attend the meeting in time.

### Agenda of the Meeting

- To organize the Techfest of the college going to be held on February 21 and 22, 2020.
- Formation of various committees for the proper execution of different events of the Tech fest.
- To frame and expedite committee members for the events
- To frame the budget and schedule of the different events
- To discuss and finalize the Prizes for each event.
- Miscellaneous.

Copy to:

- 1) Principal Office
- 2) All HODs

Dr. Manasi Mukhopadhyay  
(Convener)

Principal  
Swami Vivekananda Institute of  
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Dakshin Gobindapur  
P.S.- Sonarpur, Kolkata-145



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## Meeting on upcoming Technical Fest

**Date & Time: December 3, 2019 Tuesday at 3:30 PM**

**Venue: Conference room**

### MINUTES OF THE MEETING:

-- It has been decided that there will be a very short inaugural ceremony before the commencement of the Tech fest.

--The budgets have been approved.

-- The external jury members have identified and approved the events.

--Several committees are created and approved for different events during the Annual Sports Day.

--Events will be held on 21.02.2020

- Coding and Blind Coding, Entrepreneurship poster and Presentation, Tech Debate, Tech Quiz, Innovation Postering and Presentation, Model Presentation (screening)

-- Events will be held on 22.02.2020

- Model Presentation (final), Art and Craft, T-shirt designing, Photography, Short film
- Prize distribution

--During the meeting, the committee members discussed the event list and assigned different members to form it.

  
Principal  
Swami Vivekananda Institute of  
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## Members present

Dr. Manasi Mukhopadhyay   
Mr. Anindya Ghosh   
Dr. Arpan Dutta   
Mr. Samik Banerjee   
Mr. Suman Das   
Mr. Sheersendu Bhattacharya   
Mr. Samrat Paul   
Mr. Debayan Chakraborty   
Dr. Somnath Das 

Members are requested to commence work promptly and collaborate to determine the next steps. Conveners are asked to submit a report on Tech Fest Events & Achievements after the event. Additionally, a reminder is issued for students to submit their Models, Apps, and Activities within the specified timeframe. Advanced gratitude is expressed for everyone's cooperation.



Dr. Manasi Mukhopadhyay  
(Convener)

  
Principal  
Swami Vivekananda Institute of  
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Dakshin Gobindapur  
P.S., Sonarpur, Kolkata 45



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Ref. SVIST/241/T&P/2019-20/01

Date..... 6. 8. 2019

## NOTICE

It is hereby notified to all concerned that the Training & Placement Committee has been formed to assist Training & Placement Cell comprising of the following members:

1. Ms. Jayita Chakraborty -TPO –Convener
2. Mr. Viki Das - T&P Officer
3. Mr. Syed Alay Ibrahim Nazeef -T&P Officer
4. Ms. Sonam Dubey - T&P Co-ordinator
5. Mr. Dweepayan Sen Sharma - ECE 4<sup>th</sup> Year
6. Mr. Souvik Mondal - ME 4<sup>th</sup> Year
7. Mr. Vikash Kumar - CSE 4<sup>th</sup> Year
8. Ms. Namrata Dey - EEE 4<sup>th</sup> Year
9. Mr. Susanta Dhar - CE 4<sup>th</sup> Year

Members are requested to start working immediately and meet amongst themselves at least once a month and decide their course of action. Minutes of the meeting is to be maintained by Convener and submitted to the undersigned.

  
(Dr. Sonali Sarkar)  
Principal

Principal  
Swami Vivekananda Institute of  
Science & Technology  
Dakshin Gobindapur  
P.S.- Sonarpur, Kolkata-145

  
Principal  
Swami Vivekananda Institute of  
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Ref. SVIST/241/T&P/2019-20/02

Date.....7.8.2019.....

## Notice

It is here by informed to all concerned of T & P cell that the meeting will be held on 08-08-2019 at 03:00 PM in the conference room. So, please attend the meeting in time.

### Agenda:

1. To discuss about Technical, Software, Soft Skill Training.
2. To arrange a digital marketing training.
3. Motivate students to enrollment in Intershala.

*Jayita Chakraborty*

Ms. Jayita Chakraborty

(Convenor – T&P Cell)

Copy to:

- 1) Principal Office
- 2) All HODs

*Syhr*  
Principal  
Swami Vivekananda Institute of  
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Dakshin Gobindapur  
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## Minutes of the Meeting for T & P CELL

A meeting of members of T & P CELL was convened on 08.08.2019 in the conference hall at 3 pm.

1. All TPOs were asked to organize campus drives immediately for 2019 unplaced students.
2. To increase the number of enrollment in Internshala by motivating students for maximum application.
3. Director Sir instructed the TPO's to provide as many as paid internship for our students.
4. The unplaced students required technical, software, soft skill training should be arranged and all related to placements & departments should take the responsibility.
5. 4 hours skill training classes to be arranged by Principal SVIST from 1st year onwards. Mr. Tapas Banerjee & Ms. Jayita Chakraborty should take some classes.
6. Training has to be arranged on Digital Marketing for our students.
7. At least 50hrs training for TCS, CTS and Other MNC drives. Mock test if possible.

The meeting ended with thanks to the members.

Principal  
Swami Vivekananda Institute of  
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🌐 www.svist.org

## Members Present and Signature:

T & P CELL 2019-2020		
Sl. No.	Name	Signature
1	Ms. JayitaChakraborty	Jayita Chakraborty
2	Mr. Viki Das	Viki Das
3	Mr. Syed Alay Ibrahim Nazeef	Ibrahim Nazeef
4	Ms. Sonam Dubey	Sonam Dubey
5	Mr. Dweepayan Sen Sharma	Dweepayan Sen Sharma
6	Mr. Souvik Mondal	Souvik Mondal
7	Mr. VikasKumar	Vikas Kumar
8	Ms. Namrata Dey	Namrata Dey
9	Mr. Susanta Dhar	Susanta Dhar

Jayita Chakraborty

Ms. Jayita Chakraborty

(Convenor – T&P Cell)

Sybil

Principal  
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Ref. SVIST/241/Sports Com/2019-20/01

Date.....27.01.2020

## NOTICE

It is hereby notified to all concerned that the Sports Committee has been formed comprising of the following members:

The members of the committee are as follows:

1. Dr. Arpan Dutta – Asst. Professor, Basic Sc. - Convener
2. Mr. Debayan Chakraborty – Asst. Professor, HU
3. Ms. Sangita Purkait – Asst. Professor, Math
4. Mr. Subhrajyoti Dey – Asst. Professor, Physics
5. Dr. Srikanta Pal – Asst. Professor, CSE
6. Mr. Susobhan Ray – Asst. Professor, ECE
7. Ms. Ipsita Ghosh - Asst. Professor, ECE
8. Mr. Dhruvajyoti Chakraborty - Asst. Professor, ME
9. Mr. Swagata Banerjee - Technical Assistant, ME
10. Mr. Ibrahim Sardar - Technical Assistant, CSE
11. Mr. Subhasish Das - Technical Assistant, EEE
12. Ms. Moumita Ghosh - Technical Assistant, CE
13. Mr. Anupam Patra - Technical Assistant, CE
14. Ms. Mukta Mitra - Technical Assistant, ECE

The sports of 2020 will be held on 27<sup>th</sup> to 28<sup>th</sup> February, 2020.

Members are requested to start working immediately and meet amongst themselves to decide their course of action.

(Dr. Sonali Sarkar)

Principal

Principal  
Swami Vivekananda Institute of  
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Dakshin Gobindapur  
P.S. Sonarpur, Kolkata-145

Principal  
Swami Vivekananda Institute of  
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Ref. SVIST/241/Sports Com/2019-20/02

Date.....4.02.2020

## Notice

All concerned Sports Committee members are requested to attend a meeting on 07.02.2020 at conference hall from 03:00 p.m.

### **Agenda of Meeting:**

- To organize the Annual Sports of the college to be held on February 12-13, 2020. [Wednesday and Thursday]
- Formation of various committees for the proper execution of different events of the Sports Day.
- To frame and expedite committee members for the events
- To frame the schedule of the different events
- To discuss and finalize the Prizes for each event.
- Miscellaneous.

**Dr. Arpan Dutta**

**(Convener)**

Copy to:

- 1) Principal Office
- 2) All HODs

Principal  
Swami Vivekananda Institute of  
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## Meeting on Upcoming Annual Sports

**Time & Date: 7<sup>th</sup> February, 2020 Wednesday at 03:00 PM**

**Venue: Conference room**

### MINUTES OF THE MEETING:

--Several committees are created and approved for different events during the Annual Sports Day.

-- It has been decided that there will be a short inaugural ceremony before the commencement of the sports events.

--Events will be held on 12.02.2020

- Table tennis, Badminton, Volleyball, Basketball, Football and crickets for students.

-- Events will be held on 13.02.2020

- Semi-Finals, Finals of the previous day.
- Friendly matches of faculty members for football, crickets and badminton.

-- Committee members are selected from the students for different events.

--During the meeting, the committee members discussed the event list and assigned different members to form it.

  
Principal  
Swami Vivekananda Institute of  
Science & Technology  
Dakshin Gobindapur  
P.S.- Sonarpur, Kolkata 145



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🌐 www.svist.org

## Members present

Dr. Arpan Dutta *Arpan Dutta*  
Mr. Debayan Chakraborty *Debayan Chakraborty*  
Ms. Sangita Purkait *S Purkait*  
Mr. Subhrajyoti Dey *S Dey*  
Dr. Srikanta Pal *Spal*  
Mr. Susobhan Ray *S Ray*  
Ms. Ipsita Ghosh *I Ghosh*  
Mr. Dhruvajyoti Chakraborty *D Chakraborty*  
Mr. Swagata Banerjee *SBanerjee*  
Mr. Ibrahim Sardar *Isardar*  
Mr. Subhasish Das *SDas*  
Ms. Moumita Ghosh *Moumita Ghosh*  
Mr. Anupam Patra *Apatra*  
Ms. Mukta Mitra *Mukta Mitra*

Please ensure that you perform your assigned duties to make the event a success.

*Gyank*  
Principal  
Swami Vivekananda Institute of  
Science & Technology  
Dakshin Gobindapur  
P.S.- Sonarpur, Kolkata-145

*Arpan Dutta*  
Dr. Arpan Dutta

(Convener)



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Ref No. SVIST/241/AC/2020-21/01

Date: 28/11/2020

## Notice

It is here by informed to all concerned of Academic Council that the meeting will be held on 02-12-2020 at 2:00 P.M. in online mode. Meeting link will be provided later on that day before the meeting, So, you are requested to attend the meeting on time.

### Agenda:

- Discussion on Evening Remedial classes of 1st year
- Mentorship of students during the pandemic situation

Dr. Sonali Sarkar

Principal, SVIST

Convener-AC

Principal  
Swami Vivekananda Institute of  
Science & Technology  
Dakshin Gobindapur  
P.S.- Sonarpur, Kolkata-145

Copy to:

1. All HODs
2. IQAC Coordinator

Principal  
Swami Vivekananda Institute of  
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## Minutes of meeting of Academic Council held on 02/12/2020 at 2 p.m. in online mode

### Minutes:

- Evening remedial classes per day per department. Routine provided by today night.
- From 20<sup>th</sup> to 24<sup>th</sup> Dec 4 online evening classes to be taken through WhatsApp group as per routine schedule and H.O.D's to add the concerned teachers.
- H.O.D's and Mentors to monitor that the classes are taking place regularly.
- Classes should be taken can be done by sharing Notes, Short Audio, Video Clippings, Youtube lecture links etc.
- Departmental Mentors should report to H.O.D about regularity of the classes.

The meeting ended with a thanks to the members.

### Members Present and Signature:

Name	Signature
Dr. Sonali Sarkar – Principal, Convenor	
Dr. Suman Das - HOD, ME, Member	
Dr. Chittajit Sarkar– HOD, ECE, Member	
Mr. Samik Banerjee-HOD,CE,Member	
Dr. Arindam Mondal – HOD, EEE,Member	
Mr. Pradipta Roy- HOD, CSE, Member	
Dr. Anindita Mukherjee - CE, Member	
Dr. Manasi Mukhopadhyay –Chemistry, Member	
Mr. Amitabha Gupta – MBA, Member	
Mr. Sheersendu Bhattacharya-ECE,Member	

Principal   
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Name	Signature
Dr. Somnath Das –ME, Member	
Dr. Suorabh Bal -Physics, Member	
Dr. Anindya Sundar Das –ECE, Member	
Dr. Arpan Dutta –Chemistry, Member	

Principal  
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Ref. SVIST/241/SC/2020-21/01

Date.....19.9.2020.....

## NOTICE

It is hereby notified to all concerned that the Scholarship Committee has been formed comprising of the following members;

The members of the committee are as follows:

- |                             |                            |
|-----------------------------|----------------------------|
| 1. Mr. Rajat Chanda         | Office Assistant, Convenor |
| 2. Dr. Sourabh Bal          | Assistant Prof. - Physics  |
| 3. Mr. Samik Banerjee       | Associate Prof. - CE       |
| 4. Mr. Somnath Roy          | General Manager            |
| 5. Mr. Sumit Das            | Administrative Officer     |
| 6. Mr. Arindam Paul         | Admission Officer          |
| 7. Mr. Krishna Kanta Chanda | Office Assistant           |
| 8. Mr. Prabin Das           | Office Assistant           |

Members are requested to do the needful at earliest and meet amongst themselves at least once in three months to review the outcome of previous meeting and decision will be taken for their next course of action.

(Dr. Sonali Sarkar)

Principal

Principal  
Swami Vivekananda Institute of  
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Principal  
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Ref. SVIST/241/SC/2020-21/02 Notice

Date...19.9.2020.....

All concerned Scholarship Committee members are requested to attend a meeting on **Availability of Scholarship for Students** at 22.09.2020 in online mode from 19:30 hrs.

### Agenda of Meeting:

1. Scholarship Opportunities in the College
2. Determine the eligibility criteria for Institute funded scholarship.
3. Enrolment & re-enrolment of present registered students in institute for either Government or Institute funded scholarship.
4. Eligibility criteria, application procedure & timeline for different scholarship.

Principal  
Swami Vivekananda Institute of  
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**Mr. Rajat Chanda**  
**(Convenor)**

Copy to:

- 1) Principal Office
- 2) All HODs



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## Minutes of the Meeting for Scholarship CELL

- Mr Rajat Chanda inform about the necessary action taken against the discussion on previous meeting.
- Mr Rajat Chanda inform about the details of students to be enrolled for different scholarship.
- Mr Rajat Chanda informs about the number and details of students to be re-enrolled themselves for respective scholarships.
- Members have discussed on available scholarship opportunities for registered students.
- Members have discussed on eligibility criteria for respective scholarships.
- Discussions have been made on the application process and documents requirement.
- Discussion has been made to determine a timeline for students to submit documents for verification process in application procedure from college end.
- Discussions have been made to find out the reason behind cancellation of scholarship and rectify the problem if possible.

*Syhorh*  
Principal  
Swami Vivekananda Institute of  
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## Members Present and Signature:

Scholarship CELL 2020-2021		
Sl. No.	Name	Signature
1	Mr. Rajat Chanda	Rajat Chanda
2	Dr. Sourabh Bal	Bal
3	Mr. Samik Banerjee	Samik
4	Mr. Somnath Roy	Somnath Roy
5	Mr. Sumit Das	Sumit Das
6	Mr. Arindam Paul	Arindam Paul
7	Mr. Krishna Kanta Chanda	KK Chanda
8	Mr. Prabin Das	P Das

The meeting ended with concluding remarks from convenor including fixation of the date of next meeting and he also thanks all the presented members of the scholarship committee.

*Rajat Chanda*

Mr. Rajat Chanda

(Convenor)

*Sghosh*  
Principal  
Swami Vivekananda Institute of  
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Ref. SVIST/241/T.F.C/2020-21/01

Date.....G. 2. 2021

## NOTICE

It is hereby notified to all concerned that the Tech Fest Committee has been restructured for 2021 comprising of the following members:

The members of the committee are as follows:

1. Dr. Suman Das – HOD, ME, Convener
2. Dr. Manasi Mukhopadhyay – HOD, BSH dept, Co-Convener
3. Mr. Anindya Ghosh = Asst. Professor, ECE, Member
4. Dr. Arpan Dutta – Asst. Professor, BSH, Member
5. Dr. Sourabh Bal – BSH, Member
6. Mr. Sheershendhu Bhattacharya = Asst. Professor, ECE, Member
7. Mr. Samrat Paul – Asst. Professor, EEE, Member
8. Mr. Debayan Chakraborty – Asst. Professor, BSH, Member
9. Dr. Somnath Das = Asst. Professor, ME, Member

Members are requested to start working immediately and decide their course of action.

(Dr. Sonali Sarkar)  
Principal

Principal  
Swami Vivekananda Institute of  
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Principal  
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Ref: SVIST/241/T.F.C./2020-21/02

Date: 19.2.2021

## Notice

It is here by informed to all concerned members of the Tech Fest committee that the meeting will be held on 24.02.2021 at 04:30 PM in online mode. Meeting link will be provided later. So, please attend the meeting in time.

### Agenda of the Meeting

- To organize the Techfest of the college going to be held for the academic year 2020-21.
- Formation of various committees for the proper execution of different events of the Tech fest.

Dr. Suman Das

(Convener)

Copy to:

- 1) Principal Office  Principal  
Swami Vivekananda Institute of
- 2) All HODs Science & Technology  
Dakshin Gobindapur  
P.S.- Sonarpur, Kolkata-145



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## Meeting on upcoming Technical Fest

Date & Time: February 24, 2021, Wednesday at 4:30 PM

Venue: Online meeting

### MINUTES OF THE MEETING:

The decision to cancel the said event has been reached unanimously by all committee members. This conclusion is based on considerations related to COVID protocols, as well as constraints in terms of time and resources.

#### Members present

Dr. Suman Das

Dr. Manasi Mukhopadhyay

Mr. Anindya Ghosh

Dr. Arpan Dutta

Dr. Sourabh Bal

Mr. Sheershendu Bhattacharya

Mr. Samrat Paul

Mr. Debayan Chakraborty

Dr. Somnath Das

  
Dr. Suman Das

(Convener)

Principal  
Swami Vivekananda Institute of  
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Ref. SVIST/241/T & P/2020-21/01

Date.....24/11/2020

## NOTICE

It is hereby notified to all concerned that the Training & Placement Committee has been formed to assist Training & Placement Cell comprising of the following members:

1. Mr. Tapas Bandopadhyay – TPO – Convener
2. Ms. Jayita Chakraborty –T&P Officer
3. Mr. Viki Das –T&P Officer
4. Mr. Purnendu Kumar Nayek - T&P Officer
5. Ms. Suchanda Das - ECE 4<sup>th</sup> Year
6. Mr. Ranit Sheet - ME 4<sup>th</sup> Year
7. Mr. Arijit Dey - CSE 4<sup>th</sup> Year
8. Ms. Writuparna Banerjee - EEE 4<sup>th</sup> Year
9. Mr. Subiran Debnath - CE 4<sup>th</sup> Year

Members are requested to start working immediately and meet amongst themselves at least once a month and decide their course of action. Minutes of the meeting is to be maintained by Convener and submitted to the undersigned.

  
(Dr. Sonali Sarkar)

Principal

Principal  
Swami Vivekananda Institute of  
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P.S.- Sonarpur, Kolkata-145

  
Principal  
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Ref. SVIST/241/T&P/2020-21/02

Date.....25/11/2020

## Notice

It is here by informed to all concerned of T & P cell that the meeting will be held on 26-11-2020 at 03:30 PM in online mode. Meeting link will provide before meeting. Please attend the meeting in time.

### Agenda:

1. To discuss about aptitude, GD and grooming class in online mode.
2. To improve student's soft skill knowledge.

Mr.Tapas Bandopadhyay

(Convenor – T&P Cell)

Copy to:

- 1) Principal Office
- 2) All HODs

Principal  
Swami Vivekananda Institute of  
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## Minutes of the Meeting for T & P CELL

A meeting of members of T & P CELL was convened on 30/07/2020 in online mode at 3:30 pm.

1. Principal and HODs congratulated the placement department for successful placements of the previous year and hoped that the placement of 2021 passing out batch will be still better.
2. Students are yet to submit the database, should do the same latest by september, 2021.
3. The students were once informed about the importance of aptitude, GD and grooming classes(online mode) that they did earlier
4. Students should participate and also play active role in various webinars.
5. Students should polish soft skills and more technical improvisation as time to online learn.
6. College will create more opportunities through CoCubes and Amcat platforms.
7. Students can appear the online test of CoCubes and Amcat free of cost.

The meeting ended with a note for keeping safe from Corona Virus for all.

Principal  
Swami Vivekananda Institute of  
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🌐 www.svist.org

## Members Present and Signature:

T & P CELL 2020-2021		
Sl. No.	Name	Signature
1	Mr. Tapas Bandopadhyay	
2	Ms. Jayita Chakraborty	
3	Mr. Viki Das	
4	Mr. Purnendu Kumar Nayek	
5	Ms. Suchanda Das	
6	Mr. Ranit Sheet	
7	Mr. Arijit Dey	
8	Ms. Writuparna Banerjee	
9	Mr. Subiran Debnath	

Mr. Tapas Bandopadhyay  
(Convenor – T&P Cell)

Principal  
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Ref. No. SVIST/241/AC/2021-22/01

Date: 10/08/2021

## Notice

It is here by informed to all concerned of Academic Council that the meeting will be held on 11-08-2021 at 03:30 P.M. in the conference room. So, you are requested to attend the meeting on time.

### Agenda:

- Discussion on academic schedules
- Discussion on Teaching and learning process.

  
Dr. Sonali Ghosh  
Principal, SVIST  
Convener-AC

Principal  
Swami Vivekananda Institute of  
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Copy to:

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2. IQAC Coordinator

  
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**Minutes of meeting of Academic Council held on 11/08/2021 at 03:30 pm in the Conference Room.**

## Minutes:

- Prepare academic schedule.
- To monitor day to day academic activities in department by departmental HOD
- Submit daily report on theory and lab classes by individual teacher to HOD
- To implement any innovative methods in teaching and learning programs.

The meeting ended with thanks to the members.

## **Members Present and Signature:**

Name	Signature
Dr. Sonali Ghosh – Principal, Convenor	
Dr. Suman Das - HOD, ME, Member	
Dr. Chittajit Sarkar– HOD, ECE, Member	
Mr. Samik Banerjee-HOD,CE,Member	
Dr. Arindam Mondal – HOD, EEE,Member	
Mr. Pradipta Roy- HOD, CSE, Member	
Dr. Anindita Mukherjee - CE, Member	
Dr. Manasi Mukhopadhyay –HOD, BSH Department, Member	
Mr. Amitabha Gupta – MBA, Member	
Mr. Sheershendu Bhattacharya-ECE, Member	
Dr. Somnath Das –ME, Member	

Principal  
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🌐 www.svist.org

Name	Signature
Dr. Suorabh Bal - BSH Department, Member	
Dr. Anindya Sundar Das - ECE, Member	
Dr. Arpan Dutta - BSH Department, Member	

Principal  
Swami Vivekananda Institute of  
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Ref. SVIST/241/SC/2021-22/01

Date...17.11.2021...

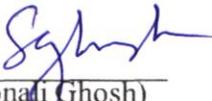
## NOTICE

It is hereby notified to all concerned that the Scholarship Committee has been formed comprising of the following members:

The members of the committee are as follows:

- |                             |                            |
|-----------------------------|----------------------------|
| 1. Mr. Rajat Chanda         | Office Assistant, Convener |
| 2. Dr. Somnath Das          | Assistant Prof. - ME       |
| 3. Mr. Soumik Biswas        | Assistant Prof. - EEE      |
| 4. Mr. Somnath Roy          | General Manager            |
| 5. Mr. Sumit Das            | Administrative Officer     |
| 6. Mr. Arindam Paul         | Admission Officer          |
| 7. Mr. Krishna Kanta Chanda | Office Assistant           |
| 8. Mr. Prabin Das           | Office Assistant           |

Members are requested to do the needful at earliest and meet amongst themselves at least once in three months to review the outcome of previous meeting and decision will be taken for their next course of action.

  
(Dr. Sonali Ghosh)

Principal

Principal  
Swami Vivekananda Institute of  
Science & Technology  
Dakshin Gobindapur  
P.S.- Sonarpur, Kolkata-145

  
Principal  
Swami Vivekananda Institute of  
Science & Technology  
Dakshin Gobindapur  
P.S.- Sonarpur, Kolkata-145



# SWAMI VIVEKANANDA INSTITUTE OF SCIENCE & TECHNOLOGY

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College Code : 241  
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🌐 www.svist.org

Ref. SVIST/241/SC/2021-22/02 Notice

Date.....18.11.2021.....

All concerned Scholarship Committee members are requested to attend a meeting on **Availability of Scholarship for Students** at 19.11.2021 at conference hall from 14:30 hrs.

### Agenda of Meeting:

1. Scholarship Opportunities in the College
2. Determine the eligibility criteria for Institute funded scholarship.
3. Enrolment & re-enrolment of present registered students in institute for either Government or Institute funded scholarship.
4. Eligibility criteria, application procedure & timeline for different scholarship.

*Rajat Chanda*

**Mr. Rajat Chanda**

**(Convenor)**

Copy to:

- 1) Principal Office
- 2) All HODs

*Sybil*  
Principal  
Swami Vivekananda Institute of  
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P.S.- Sonarpur, Kolkata-145



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## Minutes of the Meeting for Scholarship CELL

- Mr Rajat Chanda inform about the necessary action taken against the discussion on previous meeting.
- Mr Rajat Chanda inform about the details of students to be enrolled for different scholarship.
- Mr Rajat Chanda informs about the number and details of students to be re-enrolled themselves for respective scholarships.
- Members have discussed on available scholarship opportunities for registered students.
- Members have discussed on eligibility criteria for respective scholarships.
- Discussions have been made on the application process and documents requirement.
- Discussion has been made to determine a timeline for students to submit documents for verification process in application procedure from college end.
- Discussions have been made to find out the reason behind cancellation of scholarship and rectify the problem if possible.

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🌐 www.svist.org

## Members Present and Signature:

Scholarship CELL 2021-2022		
Sl. No.	Name	Signature
1	Mr. Rajat Chanda	Rajat Chanda
2	Dr. Somnath Das	Somnath Das
3	Mr. Soumik Biswas	Soumik Biswas
4	Mr. Somnath Roy	Somnath Roy
5	Mr. Sumit Das	Sumit Das
6	Mr. Arindam Paul	Arindam Paul
7	Mr. Krishna Kanta Chanda	KK Chanda
8	Mr. Prabin Das	P Das

The meeting ended with concluding remarks from convenor including fixation of the date of next meeting and he also thanks all the presented members of the scholarship committee.

  
Principal  
Swami Vivekananda Institute of  
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Dakshin Gobindapur  
P.S.- Sonarpur, Kolkata-145

Rajat Chanda  
Mr. Rajat Chanda  
(Convenor)



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Ref. SVIST/241/T.F.C./2021-22/01

Date.....21.12.21

## NOTICE

It is hereby notified to all concerned that the Tech Fest Committee has been restructured for 2022 comprising of the following members:

The members of the committee are as follows:

1. Dr. Suman Das – HOD, ME, Convener
2. Dr. Manasi Mukhopadhyay – HOD, BSH dept, Co-Convener
3. Mr. Anindya Ghosh – Asst. Professor, ECE, Member
4. Dr. Arpan Dutta – Asst. Professor, BSH, Member
5. Dr. Sourabh Bal – Asst. Professor, BSH, Member
6. Mr. Sheershendhu Bhattacharya – Asst. Professor, ECE, Member
7. Mr. Samrat Paul – Asst. Professor, EEE, Member
8. Mr. Debayan Chakraborty – Asst. Professor, BSH, Member
9. Dr. Somnath Das – Asst. Professor, ME, Member

Members are requested to start working immediately and decide their course of action.

(Dr. Sonali Ghosh)  
Principal

Principal  
Swami Vivekananda Institute of  
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Dakshin Gobindapur  
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Ref: SVIST/241/T.F.C./2021-22/02

Date: 18.2.2022

## Notice

It is here by informed to all concerned members of the Tech Fest committee that the meeting will be held on 24.02.2022 at 04:30 PM in the conference room. So, please attend the meeting in time.

### Agenda of the Meeting

- To organize the Techfest of the college going to be held on May 13 and 14, 2022.
- Formation of various committees for the proper execution of different events of the Tech fest.
- To frame and expedite committee members for the events
- To frame the budget and schedule of the different events
- To identify the external Jury members of each event.
- Miscellaneous.

Copy to:

- 1) Principal Office
- 2) All HODs

Dr. Suman Das  
(Convener)

Principal  
Swami Vivekananda Institute of  
Science & Technology  
Dakshin Gobindapur  
P.S.- Sonarpur, Kolkata-145



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## Meeting on upcoming Technical Fest

**Date & Time: February 24, 2022 Thursday at 4:30 PM**

**Venue: Conference room**

### MINUTES OF THE MEETING:

- Several committees are created and approved for different events.
- It has been decided that there will be a very short inaugural ceremony before the commencement of the Tech fest.
- The budgets have been approved.
- The external jury members have identified and approved the events.
- Events will be held on 13.05.2022
  - Coding and Blind Coding, Entrepreneurship poster and Presentation, Tech Debate, Tech Quiz, Innovation Poster and Presentation, Model Presentation (screening)
- Events will be held on 14.05.2022
  - Model Presentation (final), Art and Craft, T-shirt designing, Photography, Short film
  - Prize distribution
- During the meeting, the committee members discussed the event list and assigned different members to form it.

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## Members present

Dr. Suman Das

Dr. Manasi Mukhopadhyay

Mr. Anindya Ghosh

Dr. Arpan Dutta

Dr. Sourabh Bal

Mr. Sheershendu Bhattacharya

Mr. Samrat Paul

Mr. Debayan Chakraborty

Dr. Sonmath Das

Members are requested to commence work promptly and collaborate to determine the next steps. Conveners are asked to submit a report on Tech Fest Events & Achievements after the event. Additionally, a reminder is issued for students to submit their Models, Apps, and Activities within the specified timeframe. Advanced gratitude is expressed for everyone's cooperation.

Dr. Suman Das

(Convener)

Principal  
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Ref. SVIST/241/T & P/2021-22/01

Date.....4/8/2021

## NOTICE

It is hereby notified to all concerned that the Training & Placement Committee has been formed to assist Training & Placement Cell comprising of the following members:

1. Ms. Jayita Chakraborty -TPO – Convener
2. Mr. Tapas Bandopadhyay -T&P Officer
3. Mr. Viki Das -T&P Officer
4. Mr. Purnendu Kumar Nayek - T&P Officer
5. Ms. Rita Mahato - ECE 4<sup>th</sup> Year
6. Mr. Tamaltaru Das - ME 4<sup>th</sup> Year
7. Mr. Munsij Mojaffar - CSE 4<sup>th</sup> Year
8. Mr. Aarya Dutta - EEE 4<sup>th</sup> Year
9. Mr. Rajesh Mahato - CE 4<sup>th</sup> Year

Members are requested to start working immediately and meet amongst themselves at least once a month and decide their course of action. Minutes of the meeting is to be maintained by Convener and submitted to the undersigned.

(Dr. Sonali Ghosh)

Principal

Principal  
Swami Vivekananda Institute of  
Science & Technology  
Dakshin Gobindapur  
P.S.- Sonarpur, Kolkata-145

Principal  
Swami Vivekananda Institute of  
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Ref. SVIST/241/T & P/2021-22/02

Date.....5/8/2021

## Notice

It is here by informed to all concerned of T & P cell that the meeting will be held on 06-08-2021 at 01:00 PM in online mode. Meeting link will provide before meeting. Please attend the meeting in time.

### Agenda:

1. To discuss about problems of ME & EEE students regarding camping.

*Jayita Chakraborty*

Ms. Jayita Chakraborty

(Convenor – T&P Cell)

Copy to:

- 1) Principal Office
- 2) All HODs

*Syhrud*  
Principal  
Swami Vivekananda Institute of  
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## Minutes of the Meeting for T & P CELL

A meeting of members of T & P CELL was convened on 06.08.2021 in online mode at 1:00pm.

1. Today's meeting is mainly to address some students of ME & EEE to give them the assurance that most core companies of ME & EEE come at later stage and even after passing out.
2. Some students have complained about few of their fellow mates that even after securing good jobs they are appearing for other interviews and hence grabbing the opportunities of others.
3. It has been decided that they won't be given the opportunities until the salary is much higher than the current one.
4. Students were encouraged to accept the early joining of the companies before the final semester as study leave will be provided for their final semester examination.
5. Students were advised to attend interviews based on their eligibility criteria and should not miss the opportunity.

The meeting ended with thanks to the members.

  
Principal  
Swami Vivekananda Institute of  
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🌐 www.svist.org

## Members Present and Signature:

T & P CELL 2021-2022		
Sl. No.	Name	Signature
1	Ms. Jayita Chakraborty	Jayita Chakraborty
2	Mr. Tapas Bandopadhyay	Tapas Bandopadhyay
3	Mr. Viki Das	Viki Das
4	Mr. Purnendu Kumar Nayek	P. Nayek
5	Ms. Rita Mahato	Rita Mahato
6	Mr. Tamaltaru Das	T Das
7	Mr. Munsij Mojaffar	Munsij Mojaffar
8	Mr. Aarya Dutta	Aarya Dutta
9	Mr. Rajesh Mahato	Rajesh Mahato

Jayita Chakraborty

Ms. Jayita Chakraborty  
(Convenor – T&P Cell)

Syhrsh

Principal  
Swami Vivekananda Institute of  
Science & Technology  
Dakshin Gobindapur  
P.S.- Sonarpur, Kolkata-145



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🌐 www.svist.org

Ref No. SVIST/241/AC/2022-23/01

Date: 06/05/2023

## Notice

It is here by informed to all concerned of Academic Council that the meeting will be held on 07-05-2023 at 01:00 PM in the conference room. So, you are requested to attend the meeting on time.

### Agenda:

- Discussion on upcoming MAKAUT visit for seat increase in CSE department.
- Date of teaching end in running session
- Special online class

  
Dr. Sonali Ghosh  
Principal, SVIST  
Convener-AC

Principal  
Swami Vivekananda Institute of  
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Dakshin Gobindapur  
P.S.- Sonarpur, Kolkata-145

Copy to:

1. All HODs
2. IQAC Coordinator

  
Principal  
Swami Vivekananda Institute of  
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## Minutes of meeting of Academic Council held on 07/05/2023 at 1 p.m. in the Conference Room.

### Minutes:

- Mandatory attendance of all members for MAKAUT visit.
- Preparation done by the individual department for upcoming MAKAUT visit
- All files must be updated by tomorrow.
- Teaching end on 18/05/2023.
- During practical exam special online theory class routine provided by the departmental HODs.

The meeting ended with thanks to the members.

### Members Present and Signature:

Name	Signature
Dr. Sonali Ghosh – Principal, Convener	
Dr. Anindya Sundar Das – HOD, ECE, Member	
Dr. Suman Das - HOD, ME, Member	
Dr. Anindita Mukherjee- HOD, CE, Member	
Mr. Samrat Paul – HOD, EEE, Member	
Mr. Pradipta Roy- HOD, CSE, Member	
Dr. Manasi Mukhopadhyay–HOD, BSH Department, Member	
Mr. Sheershendhu Bhattacharya–ECE, Member	
Mr. Amitabha Gupta – MBA, Member	
Dr. Somnath Das –ME, Member	
Dr. Suorabh Bal - BSH Department, Member	
Dr. Arpan Dutta – BSH Department, Member	

Principal  
Swami Vivekananda Institute of  
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Ref. SVIST/241/SC/2022-23/01

Date...9.11.2022

## NOTICE

It is hereby notified to all concerned that the Scholarship Committee has been formed comprising of the following members:

The members of the committee are as follows:

- |                                 |                            |
|---------------------------------|----------------------------|
| 1. Mr. Rajat Chanda             | Office Assistant, Convenor |
| 2. Mr. Arkaprava Bhaduri Mandal | Assistant Prof. - CSE      |
| 3. Dr. Saikh Montajul Karim     | Associate Prof. - ECE      |
| 4. Mr. Somnath Roy              | General Manager            |
| 5. Mr. Sumit Das                | Administrative Officer     |
| 6. Mr. Arindam Paul             | Admission Officer          |
| 7. Mr. Krishna Kanta Chanda     | Office Assistant           |
| 8. Mr. Prabin Das               | Office Assistant           |

Members are requested to start working immediately and meet amongst themselves at least once in three months and decide their course of action.

  
(Dr. Sohali Ghosh)  
Principal

Principal  
Swami Vivekananda Institute of  
Science & Technology  
Dakshin Gobindapur  
P.S.- Sonarpur, Kolkata-145

  
Principal  
Swami Vivekananda Institute of  
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Ref. SVIST/241/SC/2022-23/62

Date.....10.11.2022

## Notice

All concerned Scholarship Committee members are requested to attend a meeting on **Availability of Scholarship for Students** at 11.11.2022 at conference hall from 16:30 hrs.

### **Agenda of Meeting:**

1. Scholarship Opportunities in the College
2. Determine the eligibility criteria for Institute funded scholarship.
3. Enrolment & re-enrolment of present registered students in institute for either Government or Institute funded scholarship.
4. Eligibility criteria, application procedure & timeline for different scholarship.

Copy to:

- 1) Principal Office
- 2) All HODs

  
Principal  
Swami Vivekananda Institute of  
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**Mr. Rajat Chanda**  
**(Convenor)**



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## Minutes of the Meeting for Scholarship CELL

- Mr Rajat Chanda inform about the necessary action taken against the discussion on previous meeting.
- Mr Rajat Chanda inform about the details of students to be enrolled for different scholarship.
- Mr Rajat Chanda informs about the number and details of students to be re-enrolled themselves for respective scholarships.
- Members have discussed on available scholarship opportunities for registered students..
- Members have discussed on eligibility criteria for respective scholarships.
- Discussions have been made on the application process and documents requirement.
- Discussion has been made to determine a timeline for students to submit documents for verification process in application procedure from college end.
- Discussions have been made to find out the reason behind cancellation of scholarship and rectify the problem if possible.

*Syhoosh*  
Principal  
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## Members Present and Signature:

Scholarship CELL 2022-2023		
Sl. No.	Name	Signature
1	Mr. Rajat Chanda	Rajat Chanda
2	Mr. Arkaprava Bhaduri Mandal	Arkaprava
3	Dr. Saikh Montajul Karim	Saikh Montajul Karim
4	Mr. Somnath Roy	Somnath Roy
5	Mr. Sumit Das	Sumit Das
6	Mr. Arindam Paul	Arindam Paul
7	Mr. Krishna Kanta Chanda	KK Chanda
8	Mr. Prabin Das	P Das

The meeting ended with concluding remarks from convenor including fixation of the date of next meeting and he also thanks all the presented members of the scholarship committee.

*Sghosh*  
Principal  
Swami Vivekananda Institute of  
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Dakshin Gobindapur  
P.S.- Sonarpur, Kolkata-145

*Rajat Chanda*  
Mr. Rajat Chanda  
(Convenor)



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Ref. SVIST/241/T.F.C./2022-23/01

Date..... 3. 11. 2022

## NOTICE

It is hereby notified to all concerned that the Tech Fest Committee has been restructured for 2023 comprising of the following members:

The members of the committee are as follows:

1. Dr. Suman Das – HOD, ME, Convener
2. Dr. Manasi Mukhopadhyay – HOD, BSH dept, Co-Convener
3. Mr. Anindya Ghosh – Asst. Professor, ECE, Member
4. Dr. Anindita Kundu Mukherjee – HOD, CE, Member
5. Dr. Arpan Dutta – Asst. Professor, BSH, Member
6. Dr. Sourabh Bal – Asst. Professor, BSH, Member
7. Mr. Sheersendu Bhattacharya – Asst. Professor, ECE, Member
8. Mr. Samrat Paul – Asst. Professor, EEE, Member
9. Mr. Debayan Chakraborty – Asst. Professor, BSH, Member
10. Dr. Somnath Das – Asst. Professor, ME, Member

Please note that the Tech Fest – Innovention 2023 will be held on 27<sup>th</sup> & 28<sup>th</sup> April, 2023.

Members are requested to start working immediately and meet amongst themselves to decide their course of action. Conveners are requested to submit the undersigned a copy of the Tech Fest Events & Achievements after the Tech Fest and ask students to submit their Models/App/Activities etc. within a scheduled time.

  
Principal  
Swami Vivekananda Institute of  
Science & Technology  
Dakshin Gobindapur  
P.S.- Sonarpur, Kolkata-145

  
Principal  
(Dr. Sonali Ghosh)  
Principal  
Swami Vivekananda Institute of  
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Ref: SVIST/241/T.F.C./2022-23/02

Date: 16/2/2023

## Notice

It is here by informed to all concerned members of the Tech Fest committee that the meeting will be held on 23.02.2023 at 02:30 PM in the conference room. So, please attend the meeting in time.

### Agenda of the Meeting

- To organize the Tech fest of the college going to be held on April 27 and 28, 2023.
- Formation of various committees for the proper execution of different events of the Tech fest:
- To frame and expedite committee members for the events
- To frame the budget and schedule of the different events
- To discuss and finalize the Prizes for each event.
- To identify the external Jury members of each event.
- Miscellaneous.

Copy to:

- 1) Principal Office
- 2) All HODs

Dr. Suman Das  
(Convener)

Principal  
Swami Vivekananda Institute of  
Science & Technology  
Dakshin Gobindapur  
P.S.- Sonarpur, Kolkata-145



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## Meeting on upcoming Technical Fest

**Date & Time: February 23, 2023 Thursday at 2:30 PM**

**Venue: Conference room**

### MINUTES OF THE MEETING:

- Several committees are created and approved for different events.
- It has been decided that there will be a very short inaugural ceremony before the commencement of the Tech fest.
- The budgets have been approved.
- The external jury members have identified and approved the events.
- Events will be held on 27.04.2023
  - Coding and Blind Coding, Entrepreneurship Postering and Presentation, Tech Debate, Tech Quiz, Innovation Postering and Presentation, Model Presentation (screening)
- Events will be held on 28.04.2023
  - Model Presentation (final), Art and Craft, T-shirt designing, Photography, Short film
  - Prize distribution
- During the meeting, the committee members discussed the event list and assigned different members to form it.

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## Members present

Dr. Suman Das

Dr. Manasi Mukhopadhyay

Mr. Anindya Ghosh

Dr. Anindita Kundu Mukherjee

Dr. Arpan Dutta

Dr. Sourabh Bal

Mr. Sheershendu Bhattacharya

Mr. Samrat Paul

Mr. Debayan Chakraborty

Dr. Somnath Das

Members are requested to commence work promptly and collaborate to determine the next steps. Conveners are asked to submit a report on Tech Fest Events & Achievements after the event. Additionally, a reminder is issued for students to submit their Models, Apps, and Activities within the specified timeframe. Advanced gratitude is expressed for everyone's cooperation.

Dr. Suman Das

(Convener)

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Ref. SVIST/241/T&P/2022-23/01

Date.....27/7/2022

## NOTICE

It is hereby notified to all concerned that the Training & Placement Committee has been formed to assist Training & Placement Cell comprising of the following members:

1. Mr. Tapas Bandopadhyay -TPO – Convener
2. Ms. Jayita Chakraborty -T&P Officer
3. Mr. Viki Das -T&P Officer
4. Mr. Abhishek Garai - T&P Co-ordinator
5. Mr. Abhishek Sharma - ECE 4<sup>th</sup> Year
6. Mr. Ayan Kumar Polley - ME 4<sup>th</sup> Year
7. Mr. Suraj Kumar - CSE 4<sup>th</sup> Year
8. Ms. Tithi Das - EEE 4<sup>th</sup> Year
9. Mr. Subrata Ghosh - CE 4<sup>th</sup> Year

Members are requested to start working immediately and meet amongst themselves at least once a month and decide their course of action. Minutes of the meeting is to be maintained by Convener and submitted to the undersigned.

  
(Dr. Sonali Ghosh)  
Principal

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Principal  
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Ref. SVIST/241/T&P/2022-23/02

Date.....28/7/2022

## Notice

It is here by informed to all concerned of T & P cell that the meeting will be held on 29-07-2022 at 01:30 PM in the conference room. Please attend the meeting in time.

### Agenda:

1. To arrange a campus drive for ongoing batch.
2. Prepare database of unplaced students for 5 years
3. Discuss about Mock test

*Jayita Chakraborty*

Ms. Jayita Chakraborty

(Convenor – T&P Cell)

Copy to:

- 1) Principal Office
- 2) All HODs

*Syhad*  
Principal  
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## Minutes of the Meeting for T & P CELL

A meeting of members of T & P CELL was convened on 29.07.2022 in the conference hall at 01:30 pm.

1. All TPOs were asked to organize campus drives immediately for ongoing batch of 2023.
2. All TPOs were asked to prepare database of unplaced students of previous 5 years.
3. This is also to be noted that at least 80% of the unplaced students of last 5 year should be placed by the placement team of SVIST.
4. All TPO's like Mr. Tapas Banerjee and Ms. Jayita Chakraborty were asked to do company tie up at least 5 companies each.
5. Students were advised to attend interviews based on their eligibility criteria and should not miss the opportunity.
6. Mock test if possible.

The meeting ended with thanks to the members.

  
Principal  
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## Members Present and Signature:

T & P CELL 2022-2023		
Sl. No.	Name	Signature
1	Mr. Tapas Bandopadhyay	<i>Tapas Bandopadhyay</i>
2	Ms. Jayita Chakraborty	<i>Jayita Chakraborty</i>
3	Mr. Viki Das	<i>Viki Das</i>
4	Mr. Abhishek Garai	<i>Garai</i>
5	Mr. Abhishek Sharma	<i>Abhishek Sharma</i>
6	Mr. Ayan Kumar Polley	<i>A. Polley</i>
7	Mr. Suraj Kumar	<i>Suraj Kumar</i>
8	Ms. Tithi Das	<i>Tithi Das</i>
9	Mr. Subrata Ghosh	<i>Subrata Ghosh</i>

*Tapas Bandopadhyay*

Mr. Tapas Bandopadhyay  
(Convenor - T&P Cell)

*Syrah*  
Principal  
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Ref. SVIST/241/Sports Com/2022-23/01

Date.....6.9.22.....

## NOTICE

It is hereby notified to all concerned that the Sports Committee 2022 has been formed comprising of the following members:

The members of the committee are as follows:

1. Dr. Arpan Dutta - Member, Basic Sc- Convener
2. Dr. Subhrajyoti Dey - Member, Phy - Joint Convener
3. Ms. Suhana Parvin - Member, CSE
4. Mr. Habib Laskar - Member, CE
5. Mr. Jishnu Mondal - Member, CSE
6. Mr. Saumya Singha - Member, ME
7. Mr. Swagata Banerjee - Member, ME
8. Mr. Dhruva Banerjee - Member, PHY
9. Ms. Arpita Maji - Member, ECE
10. Mr. Susobhan Ray - Member, ECE
11. Mr. Pritam Bhattacharya - Member, CE
12. Mr. Md Arif Uddin Mondal - Member, Eng & Hu
13. Mrs. Rajashree Dhua - Member, EEE
14. Mr. Subhasis Sil - Member, Office

Members are requested to start working immediately and meet amongst themselves to decide their course of action.

Dr. Sonali Ghosh  
Principal, SVIST

Principal  
Swami Vivekananda Institute of  
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Principal  
Swami Vivekananda Institute of  
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Ref. SVIST/241/Sports Com/2022-23/02

Date: 17/1/23

## Notice

All concerned Sports Committee members are requested to attend a meeting on 20.01.2023 at conference hall from 02:00 p.m.

### **Agenda of Meeting:**

To organize the Annual Sports of the college to be held on February 11-12, 2023. [Saturday and Sunday]

- Formation of various committees for the proper execution of different events of the Sports Day.
- To frame and expedite committee members for the events
- To frame the schedule of the different events
- To discuss and finalize the Prizes for each event.
- Miscellaneous.

Copy to:

- 1) Principal Office
- 2) All HODs

Principal  
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Mr. Arpan Dutta

(Convener)



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## Meeting for Annual Sport

**Date: January 20, 2023, Friday at 02:00 pm**

**Venue: Conference room**

### MINUTES OF THE MEETING:

--Several committees are created for different events during the Annual Sports Day.

-- It has been decided that there will be a short inaugural ceremony before the commencement of the sports events.

--Events will be held on 11.02.23

- Table tennis, Badminton, Volleyball, Basketball, Football and crickets for students.

-- Events will be held on 12.02.2023

- Semi-Finals, Finals of the previous day.
- Friendly matches of faculty members for football, crickets and badminton.

-- Committee members are selected from the students for different events.

--During the meeting, the committee members discussed the event list and assigned different members to form it.

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## Members present

Dr. Arpan Dutta *Arpan Dutta*  
Dr. Subhrajyoti Dey *Subhrajyoti Dey*  
Ms. Suhana Parvin *Suhana Parvin*  
Mr. Habib Laskar *Habib Laskar*  
Mr. Jishnu Mondal *Jishnu Mondal*  
Mr. Saumya Singha *Saumya Singha*  
Mr. Swagata Banerjee *Swagata Banerjee*  
Mr. Dhruva Banerjee *Dhruva Banerjee*  
Ms. Arpita Maji *Arpita Maji*  
Mr. Susobhan Ray *Susobhan Ray*  
Mr. Pritam Bhattacharya *Pritam Bhattacharya*  
Mr. Md Arif Uddin Mondal *Md Arif Uddin Mondal*  
Ms. Rajashree Dhua *Rajashree Dhua*  
Mr. Subhasis Sil *Subhasis Sil*

Please ensure that you perform your assigned duties to make the event a success.

*Schrosh*  
Principal  
Swami Vivekananda Institute of  
Science & Technology  
Dakshin Gobindapur  
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*Arpan Dutta*  
Dr. Arpan Dutta

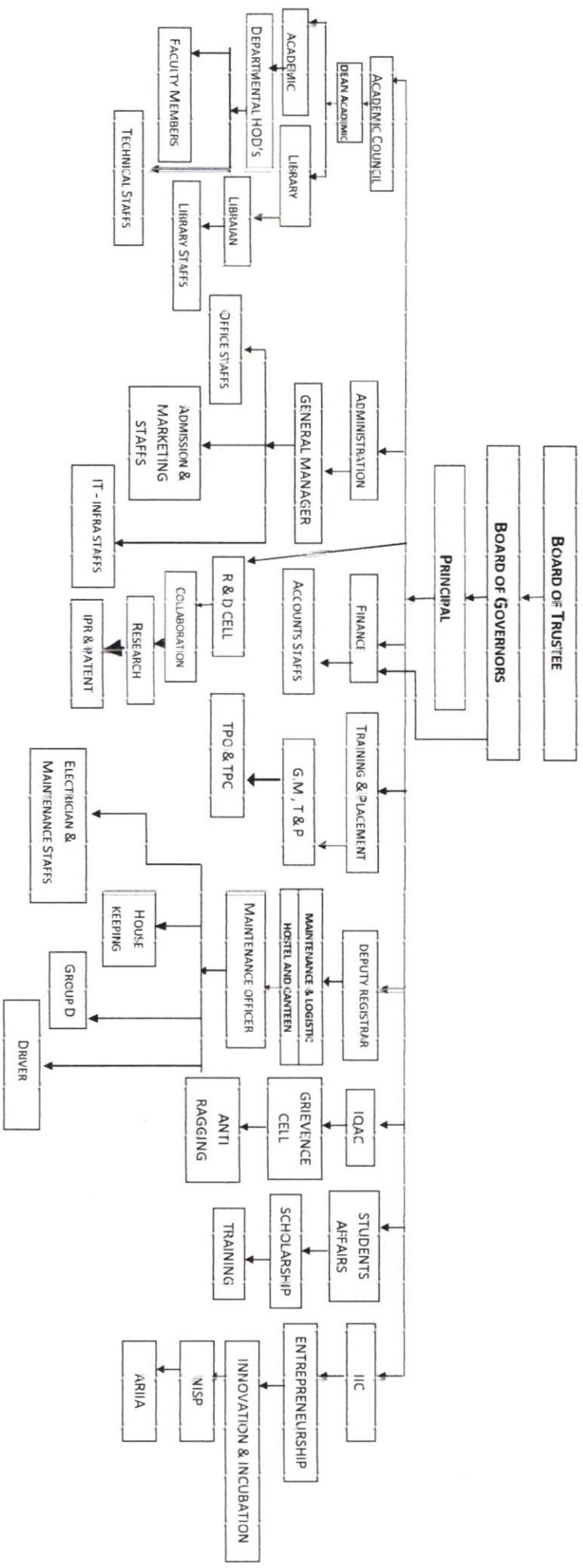
Convener



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## Perspective Plan (2019-2025)

The key elements of the perspective plan of the institute are the areas or pillars upon which this plan has to be executed. These pillars of the perspective plan helped the institute in the decision making process and look after it with utmost importance to ensure that the plan is aligned with its objectives. These pillars provided specific purpose for the institute, with substantial outcomes.

The Pillars for the perspective plan of the institute are, a) Research / Innovation Impact ; b) Quality and engagement ; c) Digital transformation ; d) Augmentation of infrastructure ; e) Growth and diversity.

### Research / Innovation Impact

Research and innovation may have a significant impact on institute, as well as on the broader community. Institute is one of the basic building block of Research and Innovation, as it provide a space for researchers and students of the institute to use new ideas and make discoveries.

Objectives	Action to be taken
Enhance research impact by focusing on key research areas that are harmonious to the academic disciplines as offered by the institute.	By 2024, define six to eight specialized centers of research excellence that are aligned with the research themes.
Incorporation of research elements in teaching learning process to enhance the overall quality of the education in institute	Create Undergraduate Research Experience (URE) with ongoing research projects to initiate the project based learning.
Collaboration with other research centers and industries which may help to expand the reach of the institute.	Between 2018-23, few collaboration has already been made, more research- partnerships with national/international institutions in areas of research focus to be done with primary concern.
To be a leader in focused research areas	Increase journal publication, Organize national/international conference. Also motivate faculty members to participate.
Research and Innovation can also help internally in areas such as Entrepreneurship, Technology commercialization leading to IPR-generation.	Try to accumulate research grants from government or non-government sectors. Increase the Patent filling by faculty members.

### b) Quality and Engagement Impact

Quality refers to the level of excellence of the Institute in terms of the quality of its faculty, curriculum, facilities, overall development of students resources & outcomes.

  
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The Quality of faculty in the institute is one of the most important factors in the overall quality of education that a student receives. High-quality faculties who have strong academic backgrounds are well respected in their fields of teaching as well as in research.. A high-quality up-to date curriculum is organized, clearly structured, and designed to provide a comprehensive education in the subject area. CBCS (choice-based credit system) based curriculum framework should be built and conform to outcome-based learning methodology with clearly defined mapping of course-outcomes with program-outcomes. The most important factors for student retention are quality of teaching and student learning. High-quality Teaching is typically characterized by effectiveness of teaching, engagement with students, accessibility of faculty members, relevance of the study material provide by faculty member with curriculum and real world knowledge.

Objectives	Action to be taken
Attain and Retain Top-class Faculty	By 2024, Institute should have in place a strategy for attracting and retaining top talents by clearly defining compensation packages, support in research activities, academic freedom, excellent human resource policies, and processes. The attrition rate should be brought down to less than 5% by 2024.
Provide High-quality Teaching	By 2025 create a process of concurrent academic audit to ensure excellent classroom delivery by teachers. By 2024, achieve the metric that 90% of teachers score 4 points or higher on a 5-point scale during student feedback on teachers. By 2025, ensure that from the established FDP calendar, each teacher undergoes at least one FDP of five days duration in a year.
Ranking and Accreditation	Plan program-specific (NBA) Accreditations
Develop a High-quality Curriculum across all Programs in the Portfolio of the Institute	Try to develop benchmarked curriculum with CBCS Structure in alignment with Principles of Outcome based Education
Improve the Quality of Incoming Students	Provide excellent placement program so that an Application-to-Admission Ratio of at least 2:1 can be achieved by 2024. Improve the quality of student intake by establishing high admission standards, by ensuring at least 50% marks in the qualifying board examination for admission to undergraduate program.



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### c) Digital transformation

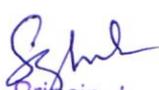
Application of Digital Technologies to fundamentally change the way of operation for an organization and delivers value to its stakeholders is known as digital transformation.

Objectives	Action to be taken
Provide for a Institute-class ERP	By 2024, Buy a robust ERP for Specific requirements of SVIST.
Create a Student Information System	By 2024, Buy or build a suitable SIS for the specific requirements of SVIST.
Deploy world-class LMS	By 2025, deploy a world-class LMS with full functionality including computation of CO-PO Attainment level.
Use Specific Software for Ancillary Services	Between 2024-25, deploy Specific software for Alumni connect, Career Services, Dynamic Time-tabling CRM, and Online attendance. By 2025, integrate all the elements such as ERP, SIS, LMS, and Software for Ancillary Services to give a seamless experience to Students, Faculty and Administrators.
Build a Robust IT Infrastructure Backbone with sufficient provision of Bandwidth	Create a Fibre Optic-based Hub and Spoke Network with sophisticated Routers, Access-points, Firewall and Servers. Provide at least 2 GBPS Bandwidth Internet

### d) Augmentation of infrastructure

Expansion or improvement of physical facilities, such as Classrooms, Laboratories, Libraries, and other Buildings-Spaces in institute is referred as Augmentation of Infrastructure.

Objectives	Action to be taken
Revamp and Modernize Laboratories, Library, and other Academic Spaces	Labs to be modernized with space and equipment and to develop some state of art research labs. Expand various Computer Labs to meet the growing demand of Computer Science Students. Library management system has to be made up to date and made it familiar to all students.
Modernizing the Student Halls of Residence/ Hostels	Improve the look, feel, and habitability of Hostels/Student Living Areas

  
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Revitalizing the Exteriors and Interiors of the Existing Buildings	By 2025, modernize the Facade of Existing Buildings along with the improvement of interiors to give a premium look.
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#### e) Growth and diversity

The Growth and Diversity of a university are important factors in its overall quality and success. Growth can be measured in terms of the number of students, faculty, and staff, as well as the expansion of facilities and resources.

Objectives	Action to be taken
Increase Diversity of Student Body	Increase the percentage of women students, and promote the enrolment of students from socially and economically weaker section of the society by provide them with financial support from various government sectors or avail them a free of cost education.
Support the Growth	Hire more faculty, enhance student-support services, increase outreach activities, enhance the number of internships and career-opportunities; add more extracurricular activities in each courses. Between 2019-25, progressively build the profile of the faculty by hiring best-in-class scholars, improve the cadre ratio and the research and academic profile of new faculty.
Implementation of student self support system	By 2025, build or buy a robust automated Student Self support System to enhance Student-support Services. By 2025, at least 75% of the undergraduate students should receive some form of financial assistance ship, i.e. scholarship to improve quality of living of students belongs from Weaker Socio-economic Backgrounds.



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