

INTERNAL QUALITY ASSURANCE CELL (IQAC)

HERITAGE INSTITUTE OF TECHNOLOGY (HIT), KOLKATA-700107

**MINUTES OF THE THIRTEENTH MEETING OF THE IQAC HELD ON
FRIDAY, 19th July, 2019 AT 12:00 PM AT CME CONFERENCE ROOM**

Members Present:

1.	Prof. (Dr.) Pranay Chaudhuri, Principal	Chairman
2.	Prof. (Dr.) Subhashis Majumder, Dean (UG) & HOD (CSE)	Member
3.	Prof. (Dr.) S K Barua, Registrar	Member
4.	Prof. (Dr.) Prabir Banerjee, HOD (ECE)	Member
5.	Prof. (Dr.) N P Nayak, HOD (Physics) & COE	Member
6.	Prof. (Dr.) Siuli Roy, Professor, IT	Member
7.	Prof. (Dr.) Pinaki Bhattacharya, Head (Research)	Member
8.	Mr. Arvind Srivastava, Joint Registrar	Member
9.	Prof. Dinabandhu Bhandari, Professor (CSE), Coordinator	Member

Leave of Absence Granted:

1.	Mr. Manoj Saraogi, CFO	Member
2.	Mr. Santosh Kumar Ray, DGM	Member
3.	Mr. Sarbajit Das, Alumni (AEIE-2007 Graduate), Founder and CEO, Sun Dew Solutions	Member
4.	Mr. Hirak Ghosh, GM (HR), Paharpur Cooling Towers Ltd.	Member
5.	Mr. P Naha, GM (HR), Keventer Agro Ltd.	Member
6.	Mr. Soham Das, Student (CSE)	Member

After granting leave of absence to members as mentioned above, the meeting started.

Welcome by the Chairman

The Chairman welcomed all the members to the thirteenth meeting of the IQAC.

Agenda No. 1: Confirmation of the Minutes of the Last IQAC Meeting

The minutes of the twelfth meeting of the IQAC held on 24-May-2019 were confirmed.

Agenda No. 2: Review of Recruitment Activities for Jan-Jun-2019

Based on the requirements provided by the various departments / sections, the recruitment activities were carried out. Henceforth, 5 faculties are recruited in different departments.

Agenda No. 3: Examination Results Review

The Contoller of Examination informed that the results of the Even Semester Examination for the academic year 2018-2019 held in May for all students across departments and degrees were published on time after approval of Academic Council meeting held on 10-Jul-2019.

PC.

RB

Agenda No. 4: Curriculum Design / Revision

The IQAC Coordinator informed that the implementation of new AICTE Guidelines (2018), both B Tech and M Tech curricula are being taken care of for students in first and second year. The course structures have been revised for all the degree awarding departments together with the detail syllabus up to second year. The same are being uploaded in the institute's website.

Agenda No. 5: Miscellaneous

- a) The Chairman has informed that merging of MCA program is completed. As per the recommendation (17th AC Meeting) Computer Application Centre (CAC) is now renamed as Department of Computer Applications with effect from 01-Jul-2019 (Academic Year 2019-2020). The department is the 10th degree-awarding department of HIT, offering only a Post-Graduate (PG) programme (MCA).
- b) NBA applications for ME and CE departments of B Tech (UG) have also been submitted.
- c) The Registrar mentioned that institute has reconstituted the Board of Studies (BOS) for all departments. The list of experts has been forwarded to VC, MAKAUT for selecting university nominees of all 10 degree awarding departments.

There being no other item in the agenda, the meeting ended with a vote of thanks to the Chairman.



Prof. (Dr.) Pranay Chaudhuri
Chairman
IQAC



Prof. Dinabandhu Bhandari
Coordinator
IQAC



**13th Meeting of the Internal Quality Assurance Cell (IQAC)
HIT, Kolkata-700107**

Date: 19-Jul-2019

Time: 12:00 PM

Sl. No.	Name	Signature
Chairman		
01	Prof. (Dr.) Pranay Chaudhuri, Principal	<i>P. Chaudhuri</i>
Permanent Invitees		
02	Mr. P K Agarwal, CEO, KBT	
Members		
03	Dr. Sujit Kumar Barua, Registrar	<i>S. Barua</i>
04	Mr. Arvind Srivastava, Joint Registrar	<i>A. Srivastava</i>
05	Mr. Manoj Saraogi, CFO	
06	Mr. Santosh Kumar Ray, DGM	
07	Prof. (Dr.) Subhashis Majumder, Dean (UG) and HOD (CSE)	<i>S. Majumder</i>
08	Prof. (Dr.) N P Nayak, COE and HOD (Physics)	<i>N. P. Nayak</i>
09	Prof. (Dr.) Prabir Banerjee, HOD (ECE)	<i>P. Banerjee</i>
10	Prof. (Dr.) Pinaki Bhattacharya, Head (Research)	<i>P. Bhattacharya</i>
11	Prof. (Dr.) Siuli Roy, Professor, IT	<i>S. Roy</i>
12	Mr. Soham Das, Student (CSE)	
13	Prof. (Dr.) Dinabandhu Bhandari, Professor (CSE), Coordinator	<i>D. Bhandari</i>
14	Mr. Sarbajit Das, Alumni (AEIE-2007 Graduate), Founder and CEO, Sun Dew Solutions	
15	Mr. Hirak Ghosh, GM (HR), Paharpur Cooling Towers Ltd.	
16	Mr. P Naha, GM (HR), Keventer Agro Ltd.	