

INTERNAL QUALITY ASSURANCE CELL (IQAC)

HERITAGE INSTITUTE OF TECHNOLOGY (HIT), KOLKATA-700107

**MINUTES OF THE FOURTEENTH MEETING OF THE IQAC HELD ON
FRIDAY, 25th October, 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.) Sukanta Sarkar, HOD (ME), IT	Member
7.	Prof. (Dr.) Pinaki Bhattacharya, Head (Research)	Member
8.	Mr. Arvind Srivastava, Joint Registrar	Member
9.	Mr. Manoj Saraogi, CFO	Member
10.	Mr. Santosh Kumar Ray, DGM	Member
11.	Mr. Debapratim Chakraborty, Student (CSE)	Member
12.	Prof. (Dr.) Dinabandhu Bhandari, Professor (CSE), Coordinator	Member

Leave of Absence Granted:

1.	Mr. Sarbajit Das, Alumni (AEIE-2007 Graduate), Founder and CEO, Sun Dew Solutions	Member
2.	Mr. Hirak Ghosh, GM (HR), Paharpur Cooling Towers Ltd.	Member
3.	Mr. P Naha, GM (HR), Keventer Agro Ltd.	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 fourteenth meeting of the IQAC.

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

The minutes of the thirteenth meeting of the IQAC held on 19-Jul-2019 were confirmed.

Agenda No. 2: Reconstitution of IQAC

The Academic Council has reconstituted the IQAC with inclusion of 2 new members, Prof. (Dr.) Sukanta Sarkar, HOD, ME and Mr. Debapratim Chakraborty, Student, CSE, (Refer to 19th AC Meeting Minutes Agenda No. 4). The Chairman welcomed the new members in the IQAC.

Agenda No. 3: Review of Recruitment Activities for Jul-Sep-2019

Based on the requirements provided by the various departments / sections, the recruitment activities were carried out. Henceforth, 7 faculties are recruited in different departments.

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Agenda No. 4: Special Supplementary Examination

The Controller of Examination reported that the special supplementary examination for the students of first and fourth year B Tech, 2nd year M Tech and 3rd year MCA have been completed on time. The results of the same have also been published.

Agenda No. 5: Formation of External PEER Review Team for the Academic Year 2017-2018, 2018-2019

The Chairman proposed to form an External PEER Review Team to assess the performance of the Institute for the academic year 2017-2018 and 2018-2019 as per the guidelines of UGC for the Autonomous Colleges. After due deliberation the IQAC members proposed to constitute the Team comprising of following external experts subject to their consent in this regard.

Dr. N. R. Banerjee, Former Vice-Chancellor, BESU

Prof. (Dr.) Subir Sarkar, Dept. of ETCE, JU

Prof. (Dr.) Sudip K. Roy, Dept. of CE, IEST

Agenda No. 6: Curriculum Design / Revision

The IQAC Coordinator informed that following new AICTE Guidelines (2018), B Tech, M Tech and MCA course structures have been revised for all the degree awarding departments together with the detailed syllabi up to second year (first year for MCA). The same were uploaded in the institute's website.

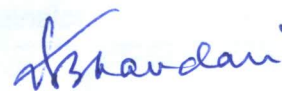
Agenda No. 7: Miscellaneous

1. The IQAC coordinator has informed that the Annual Quality Assurance Report for the year 2018-2019 has been approved by the Academic Council in its 19th meeting held on 25-Sep-2019. The report has been submitted to NAAC and the approval has also been received.
2. The Chairman provided a brief background of the proposal for the introduction of two new undergraduate courses, e.g., B. Tech. in Computer Science and Business Systems, and Bachelor of Design (B. Des.). The members of the IQAC appreciated and accepted the initiative.
3. The Chairman has explained the need of an Academic Audit for the Institute. Academic audit can be understood as a scientific and systematic method of reviewing the quality of academic process in the institution. It is related with the quality assurance and enhancing the quality of academic activities in Higher Education Institutions (HEIs). Keeping in view of its importance, the Chairman urged to undertake periodic (once in three or five years) audit to improve the quality and adopt the best practices.

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. (Dr.) Dinabandhu Bhandari
Coordinator
IQAC



14th Meeting of the Internal Quality Assurance Cell (IQAC) HIT, Kolkata-700107

Date: 25-Oct-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	<i>P. K. Agarwal</i>
Members		
03	Dr. Sujit Kumar Barua, Registrar	<i>S. Barua</i>
04	Prof. (Dr.) Subhashis Majumder, Dean (UG) and HOD (CSE)	<i>S. Majumder</i>
05	Prof. (Dr.) N P Nayak, COE and HOD (Physics)	<i>N. P. Nayak</i>
06	Prof. (Dr.) Prabir Banerjee, HOD (ECE)	<i>P. Banerjee</i>
07	Prof. (Dr.) Pinaki Bhattacharya, Head (Research)	<i>P. Bhattacharya</i>
08	Prof. (Dr.) Sukanta Sarkar, HOD, ME	<i>S. Sarkar</i>
09	Mr. Debapratim Chakraborty, Student (CSE)	<i>Debapratim Chakraborty</i>
10	Mr. Manoj Saraogi, CFO	<i>M. Saraogi</i>
11	Mr. Santosh Kumar Ray, DGM	<i>S. K. Ray</i>
12	Mr. Sarbajit Das, Alumni (AEIE-2007 Graduate), Founder and CEO, Sun Dew Solutions	
13	Mr. Hirak Ghosh, GM (HR), Paharpur Cooling Towers Ltd.	
14	Mr. P Naha, GM (HR), Keventer Agro Ltd.	
15	Mr. Arvind Srivastava, Joint Registrar	<i>A. Srivastava</i>
16	Prof. (Dr.) Dinabandhu Bhandari, Professor (CSE), Coordinator	<i>D. Bhandari</i>