

INTERNAL QUALITY ASSURANCE CELL (IQAC)

HERITAGE INSTITUTE OF TECHNOLOGY (HIT), KOLKATA-700107

**MINUTES OF THE FIFTEENTH MEETING OF THE IQAC HELD ON
FRIDAY, 26th February, 2020 AT 12:00 PM AT CME CONFERENCE ROOM**

Members Present:

1.	Prof. (Dr.) Subhashis Majumder, Dean (UG) & HOD (CSE)	Member
2.	Prof. Shib Sankar Bhowmik (for Prof. (Dr.) Prabir Banerjee, HOD (ECE))	Member
3.	Prof. (Dr.) N P Nayak, HOD (Physics) & COE	Member
4.	Prof. (Dr.) Sukanta Sarkar, HOD (ME), IT	Member
5.	Prof. (Dr.) Pinaki Bhattacharya, Head (Research)	Member
6.	Mr. Arvind Srivastava, Joint Registrar	Member
7.	Mr. Manoj Saraogi, CFO	Member
8.	Mr. Debapratim Chakraborty, Student (CSE)	Member
9.	Prof. (Dr.) Dinabandhu Bhandari, Professor (CSE), Coordinator	Member
10.	Prof. (Dr.) Srabanti Basu, HOD (BT)	Special Invitee
11.	Prof. (Dr.) Souvik Basu, HOD (CA)	Special Invitee
12.	Prof. (Dr.) Sulagna Chatterjee, HOD (ChE)	Special Invitee
13.	Prof. (Dr.) Jayati Datta, HOD (Chem)	Special Invitee
14.	Prof. Sudipta Mitra (for Prof. (Dr.) Saibal Dutta, HOD (EE))	Special Invitee
15.	Prof. Bappa Sardar (for Prof. (Dr.) Siuli Roy, HOD (IT))	Special Invitee

Leave of Absence Granted:

1.	Prof. (Dr.) Pranay Chaudhuri, Principal	Chairman
2.	Prof. (Dr.) S K Barua, Registrar	Member
3.	Mr. Santosh Kumar Ray, DGM	Member
4.	Mr. Sarbajit Das, Alumni (AEIE-2007 Graduate),	Member
5.	Founder and CEO, Sun Dew Solutions	
6.	Mr. Hirak Ghosh, GM (HR), Paharpur Cooling Towers Ltd.	Member
7.	Mr. P Naha, GM (HR), Keventer Agro Ltd.	Member
8.	Prof. (Dr.) Madhurima Chattopadhyay, HOD (AEIE)	Special Invitee
9.	Prof. (Dr.) Tapas Sadhu, HOD, (CE)	Special Invitee
10.	Prof. (Dr.) Suparna Chakraborty, HOD (Hum)	Special Invitee
11.	Prof. (Dr.) Sandip Chatterjee, HOD (Maths)	Special Invitee

In the absence of Prof. (Dr.) Pranay Chowdhuri, Principal & Chairman, IQAC, Prof. (Dr.) Subhashis Majumder, Dean (UG) & HOD (CSE) chaired the session. 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 fifteenth meeting of the IQAC.

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

The minutes of the fourteenth meeting of the IQAC held on 25-Oct-2019, circulated earlier, were confirmed.

Agenda No. 2: IQAC peer review by external team 29-Nov-2019

The team comprising of three external experts, Dr. N. R. Banerjee, Former Vice-Chancellor, BESU, Prof. (Dr.) Subir Sarkar, Dept. of ETCE, JU and Prof. (Dr.) Sudip K. Roy, Dept. of CE, IEST visited the institute on 29-Nov-2019 and assessed the performance of the Institute for the academic year 2017-2018 and 2018-2019 as per the guidelines of UGC for the Autonomous Colleges. In this context, The Chairman presented the External Peer Team Review Report to the members present and discussed several feedbacks provided by the team.

Agenda No. 3: Annual Academic Review for the departments

The members noted that all the degree awarding departments are having the annual academic reviews.

Agenda No. 4: Renewal of Autonomous status

The chairman informed that the institute submitted the required information to UGC for the purpose of renewal of autonomous status.

Agenda No. 5: Review of the recruitment activities

There was no recruitment during Nov-2019 to Jan-2020.

Agenda No. 6: Review of the Infrastructure development activities

Following infrastructural developments have taken place in the institute during last three months:

1. Repairing and painting of first year classrooms in ICT building.
2. Development of new computer lab for CSE department in ICT building.
3. Setting up of MODROB lab in ICT building.

Agenda No. 7: Odd Semester Examination status review

The Controller of Examination informed that the results of the Odd Semester Examination for the academic year 2019-2020 held in December 2019 for all students across departments and degrees were published on 10-Feb-2020 after approval of Academic Council meeting held on 07-Feb-2020. Some of the highlights of the discussion given below:

Information	ODD - 2018	ODD – 2019
NO. OF STUDENTS	4263	4133
START DATE	03-Dec-2018	04-Dec-2019
END DATE	19-Dec-2018	20-Dec-2019
NO. OF PAPERS	235	270
NO. OF EXAMINERS	384	376
PUBLICATION OF RESULT	26-Feb-2019	10-Feb-2020

Agenda No. 8: Curriculum Design / Revision

The IQAC Coordinator informed that all the HODs were intimated to complete the detailed syllabi for B. Tech. (3rd year) and MCA (2nd year), and to present before the BOS of the departments by 15th April, 2020.

Agenda No. 9: Miscellaneous

1. The IQAC Coordinator informed that a workshop on the Awareness of Internal Quality Assurance would be organized on 04-Mar-2020. All the HODs, DCs and 2 faculties (nominated by HODs) from each department would attend the workshop. Prof. Amitava Datta, Department of Power Engineering kindly agreed to be the resource person.
2. The Chairman informed that 'appraisal' by the students would be carried out during 4-6 March, 2020.
3. The Associate Dean informed that an Alumni meet was organized in the first week of January 2020 and feedbacks received from the members of the alumni.

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

Subashis Majumder

Prof. (Dr.) Subashis Majumder
Dean (UG) & HOD (CSE)
IQAC

Dinabandhu Bhandari

Prof. (Dr.) Dinabandhu Bhandari
Coordinator
IQAC



**15th Meeting of the Internal Quality Assurance Cell (IQAC)
HIT, Kolkata-700107**

Date: 26-Feb-2020

Time: 14:30 PM

Sl. No.	Name	Signature
Chairman		
01	Prof. (Dr.) Pranay Chaudhuri, Principal	
Permanent Invitees		
02	Mr. P K Agarwal, CEO, KBT	
Members		
03	Dr. Sujit Kumar Barua, Registrar	
04	Prof. (Dr.) Subhashis Majumder, Dean (UG) and HOD (CSE)	
05	Prof. (Dr.) N P Nayak, COE and HOD (Physics) *	
06	Prof. (Dr.) Prabir Banerjee, HOD (ECE)	
07	Prof. (Dr.) Pinaki Bhattacharya, Head (Research)	
08	Prof. (Dr.) Sukanta Sarkar, HOD, ME	
09	Mr. Debapratim Chakraborty, Student (CSE)	
10	Mr. Manoj Saraogi, CFO *	
11	Mr. Santosh Kumar Ray, DGM	
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	
16	Prof. (Dr.) Dinabandhu Bhandari, Professor (CSE), Coordinator	
Special Invitees		
17	Prof. (Dr.) Madhurima Chattopadhyay, HOD (AEIE)	
18	Prof. (Dr.) Srabanti Basu, HOD (BT)	
19	Prof. (Dr.) Souvik Basu, HOD (CA)	



Sl. No.	Name	Signature
20	Prof. (Dr.) Tapas Sadhu, HOD, (CE)	
21	Prof. (Dr.) Sulagna Chatterjee, HOD (ChE)	Sulagna Chatterjee
22	Prof. (Dr.) Jayati Datta, HOD (Chem)	Jayati Datta
23	Prof. (Dr.) Saibal Dutta, HOD (EE)	Sudipta Mitra
24	Prof. (Dr.) Suparna Chakraborty, HOD (Hum)	
25	Prof. (Dr.) Siuli Roy, HOD (IT)	for Sandip Datta
26	Prof. (Dr.) Sandip Chatterjee, HOD (Maths)	