

INTERNAL QUALITY ASSURANCE CELL (IQAC)

HERITAGE INSTITUTE OF TECHNOLOGY (HIT), KOLKATA-700107

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

Members Present:

| | | |
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| 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. | Mr. Arvind Srivastava, Joint Registrar | Member |
| 8. | Mr. Santosh Kumar Ray, DGM | Member |
| 9. | Prof. (Dr.) Dinabandhu Bhandari, Professor (CSE), Coordinator | Member |

Leave of Absence Granted:

| | | |
|----|--|--------|
| 1. | Prof. (Dr.) Pinaki Bhattacharya, Head (Research) | Member |
| 2. | Mr. Debapratim Chakraborty, Student (CSE) | Member |
| 3. | Mr. Manoj Saraogi, CFO | Member |
| 4. | Mr. Sarbajit Das, Alumni (AEIE-2007 Graduate), Founder and CEO, Sun Dew Solutions | Member |
| 5. | Mr. Hirak Ghosh, GM (HR), Paharpur Cooling Towers Ltd. | Member |
| 6. | Mr. P Naha, GM (HR), Keventer Agro Ltd. | Member |

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 fifteenth meeting of the IQAC held on 26-Feb-2020, circulated earlier, were confirmed.

Agenda No. 2: Preparation of Annual Quality Assurance Report for the year 2019-2020

The chairman reminded the members to work towards the preparation of the AQAR 2020, which is to be submitted online by 30-Sep-2020.

Agenda No. 3: Renewal of Autonomous status

The chairman informed that the institute has submitted copy of the letter issued by NBA regarding NBA Accreditation of four UG courses (AEIE, BT, ChE & ECE) each with a score of more than 675 out of 1000 to UGC for consideration of extension of Autonomous status of the Institute on 02.03.2020.

Agenda No. 4: Review of the recruitment activities

There was no recruitment during Mar-2020 to Jun-2020.

Agenda No. 5: Review of the Infrastructure development activities

Due to Covid-19 pandemic not much infrastructure development works could be carried out during March to June, 2020. However, some repair work was necessary after the super cyclone Amphan on 20-May-2020.

Agenda No. 6: Review of the online classes held during March to May, 2020

As per the recommendations from AICTE and/or MHRD, online classes were organized during 25-Mar-2020 to 3-Apr-2020. In this context, appropriate guidelines were provided by the Dean, UG. Also, faculties were suggested to provide assignments online and evaluate students' performance based on assignments. It has been observed that more than 95% of the syllabuses were covered in all the theory courses.

Agenda No. 7: Even Semester Examination status review.

To adhere to the directives of UGC/AICTE and conduct the even semester examination in July 2020 ensuring social distancing and compulsory use of masks for all concerned. In the best interests of all students, it has been decided that the even semester examination pattern/format will be as follows, which will be only for even semester 2020 as an exception in view of Covid-19 pandemic:

1. Duration of each theory examination will be 2 hours.
2. In the first part of the Question Paper, students will have to answer 20 compulsory multiple-choice questions each carrying 2 marks. Each question will be followed by 4 options out of which one will be correct.
3. In the second part of the Question Paper, there will be Four Groups, each Group will consist of two questions and each question will have 6 marks. Students will have to answer 5 questions taking at least one from each Group.
4. Maximum marks in each theory paper thus will remain as 70.
5. On the basis of performance in the 1st class test and the assignments submitted by the students will be awarded out of 30 marks as internal assessment. In each paper, at least two assignments were given to the students as 2nd class tests could not be conducted due to lockdown in the entire country.

Moreover, it has also been decided that the moderation of the question papers for the even semester 2020 will be carried out internally due to the current pandemic situation. This is because of the difficulties in arranging external moderation.

The above resolutions are approved by the academic council members.

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 at the earliest. Initiatives also to be taken for preparing 1st year syllabus of B. Tech (CSBS) programme.

Agenda No. 9: Miscellaneous

1. The chairman informed that in NIRF, the institute has ranked 154 among engineering universities and institutes (Government and Private) in the country.
2. The chairman reported that institute has received NBA accreditation four UG courses namely AEIE, BT, ChE & ECE each with a score of more than 675 out of 1000.
3. The chairman also reported that institute has received approval to offer Bachelor of Design (B. Des) and B. Tech in Computer Science and Business System (CSBS) from the AICTE. The institute is taking initiatives for admission in the first year for the B. Tech in CSBS course.
4. The IQAC Coordinator informed that the workshop on the Awareness of Internal Quality Assurance was successfully organized on 04-Mar-2020 by Prof. Amitava Datta, Department of Power Engineering, Jadavpur University.

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



**16th Meeting of the Internal Quality Assurance Cell (IQAC)
HIT, Kolkata-700107**

Date: 12-Jun-2020

Time: 12:00 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 | |