



**1<sup>st</sup> Meeting of the Internal Quality Assurance Cell (IQAC)  
HIT, Kolkata-700107**

Date: 18-Feb-2016

Time: 11:00 AM

Sl. No.	Name	Signature
<b>Chairman</b>		
01	Prof. (Dr.) Pranay Chaudhuri, Principal	
<b>Permanent Invitees</b>		
02	Mr. P K Agarwal, CEO, KBT	
<b>Members</b>		
03	Prof. B R Saha, Registrar	
04	Mr. Arvind Srivastava, Joint Registrar	
05	Mr. Manoj Saraogi, CFO	
06	Mr. Santosh Kumar Ray, DGM	
07	Prof. (Dr.) Subhashis Majumder, Dean (UG) and HOD (CSE)	
08	Prof. (Dr.) N P Nayak, Dean (Student Affairs) and HOD (Physics)	
09	Prof. (Dr.) Prabir Banerjee, HOD (ECE)	
10	Prof. (Dr.) Pinaki Bhattacharya, Head (Research)	
11	Prof. (Dr.) Siuli Roy, Director (CAC)	
12	Mr. Soham Das, Student (CSE)	
13	Prof. Kalarab Ray, Associate Professor (CSE), Coordinator	

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**HERITAGE INSTITUTE OF TECHNOLOGY, KOLKATA-700107**

**MINUTES OF THE FIRST IQAC MEETING**

**HELD ON FRIDAY, 18<sup>th</sup> FEBRUARY, 2016 AT 11:00 AM AT CME CONFERENCE ROOM**

**Members Present:**

1. Prof. (Dr.) Pranay Chaudhuri, Principal	Chairman
2. Prof. B R Saha, Registrar	Member
3. Mr. Arvind Srivastava, Joint Registrar	Member
4. Prof. (Dr.) Subhashis Majumder, Dean (UG) & HOD (CSE)	Member
5. Prof. (Dr.) N P Nayak, Dean (Student Affairs & HOD (Physics)	Member
6. Prof. (Dr.) Prabir Banerjee, HOD (ECE)	Member
7. Prof. (Dr.) Pinaki Bhattacharya, Head (Research)	Member
8. Prof. (Dr.) Siuli Roy, Director (CAC)	Member
9. Prof. Kalarab Ray, Associate Professor (CSE); Coordinator	Member

**Leave of Absence Granted:**

1. Mr. Manoj Saraogi, CFO	Member
2. Mr. Santosh Kumar Ray, DGM	Member
3. 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 first meeting of the newly constituted IQAC. He expressed hope that he would receive necessary cooperation and guidance from all the distinguished members in transacting the business of the IQAC.

**Agenda No. 1: Self-introduction of the Members**

The Chairman requested all the members present for self-introduction.

**Agenda No. 2: Appraising the Members about the Composition, Role and Functioning of the IQAC**

The Chairman briefly explained the composition, role and functioning of the IQAC as per the NAAC Guidelines of Oct-2013. It was decided to share the guidelines amongst all the members concerned.

**Agenda No. 3: Plan for Review in Next IQAC**

It was decided to review the various activities pertaining to the following areas in the next IQAC meeting to be held during the next meeting:

PC

K. Ray

- (a) Institutional Budget for 2016-2017
- (b) Recruitment Plan for Apr-Sep-2016
- (c) Academic Curriculum Management
- (d) Academic Performance Evaluation

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



**Prof. (Dr.) Pranay Chaudhuri**  
**Chairman**  
**IQAC**



**Prof. Kalarab Ray**  
**Coordinator**  
**IQAC**