



2nd Meeting of the Internal Quality Assurance Cell (IQAC)
HIT, Kolkata-700107

Date: 03-Jun-2016

Time: 11:00 AM

Sl. No.	Name	Signature
Chairman		
01	Prof. (Dr.) Pranay Chaudhuri, Principal	
Permanent Invitees		
02	Mr. P K Agarwal, CEO, KBT	
Members		
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 SECOND MEETING OF THE IQAC HELD ON

FRIDAY, 03rd JUNE, 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.	Mr. Santosh Kumar Ray, DGM	Member
5.	Mr. Manoj Saraogi, CFO	Member
6.	Prof. (Dr.) Subhashis Majumder, Dean (UG) & HOD (CSE)	Member
7.	Prof. (Dr.) N P Nayak, Dean (Student Affairs & HOD (Physics)	Member
8.	Prof. (Dr.) Prabir Banerjee, HOD (ECE)	Member
9.	Prof. (Dr.) Pinaki Bhattacharya, Head (Research)	Member
10.	Prof. (Dr.) Siuli Roy, Director (CAC)	Member
11.	Prof. Kalarab Ray, Associate Professor (CSE), Coordinator	Member

Leave of Absence Granted:

1.	Mr. Soham Das, Student (CSE)	Member
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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 second meeting of the IQAC.

Agenda No. 1: Confirmation of the Minutes of the last IQAC Meeting held on 18-Feb-2016

The minutes of the first meeting of the IQAC held on 18-Feb-2016 were confirmed.

Agenda No. 2: Induction of External Members into the IQAC

The Chairman suggested inducting into the IQAC a few external members from the alumni, the industry and/or the academia as soon as possible. IT was decided to include some alumni and some industry professionals into the IQAC before the next IQAC meeting.

Agenda No. 3: Review of Institutional Budget for 2016-2017

The CFO presented the institutional budget for 2016-17, and explained the rationale behind arriving at the estimated numbers for the corresponding budget item heads. It was felt by all present that the total fund allocation of about INR 39.5 crores (the total expenditure in 2015-16 was about INR 34.5 crores) should be sufficient for meeting all the needs of the various academic programmes offered.

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Agenda No. 4: Review of Recruitment Plan for Apr-Sep-2016

Based on the requirements provided by the various departments / sections, the following summarized picture emerged. It was decided to review the actual picture again during the next IQAC meeting.

Period	Department	Designation	Planned	Timeline	Actual	Joined
Apr-Sep-2016	Admin.	Executive Assistant	02	01 by Apr; 01 by Jul	01	Apr
	-do-	Office Assistant	01	by Apr	01	Apr
	BT	Assistant Professor	01	by Jul		
	-do-	Technical Assistant	01	by Aug		
	Chemistry	Professor (as HOD)	01	by May	01	Jun
	CE	Assistant Professor	03	by Jul		
	ECE	Assistant Professor	01	by Jul		
	EE	Assistant Professor	01	by Jul		
	Mathematics	Assistant Professor	01	by Jul		
	ME	Professor	01	by May	01	Jun
	-do-	Assistant Professor	03	by Jul		
	-do-	Technical Assistant	03	01 by Apr; 02 by Jul	01	Apr
	Total		19		05	

Agenda No. 4: Review of Academic Curriculum Management

- Consideration of a new M Tech programme on Renewable Energy to be offered by the Chemical Engineering department from Academic Year 2016-17, together with the proposed curriculum, has already been reviewed and approved by the Academic Council in Feb-2016.
- In view of autonomous status being extended to the existing MCA programme with effect from the academic year 2016-17, the curricular structure for the MCA programme and the syllabi for MCA 1st Year, based on the recommendations of the concerned BOS, has already been reviewed and approved by the Academic Council in May-2016, subject to a few specified changes.
- Revision of curriculum and syllabi for all the existing B Tech programmes (3rd Year) being conducted by all the nine degree-awarding departments under autonomous status, based on the recommendations of the respective Boards of Studies (BOS), has already been reviewed and approved by the Academic Council in May-2016, subject to one specified change.

Agenda No. 5: Review of Academic Performance Evaluation

- Analysis of the Results of Odd Semester Examination 2015-16, compiled and carried out by the Controller of Examinations (COE), has already been reviewed and approved by the Academic Council in Feb-2016 for necessary ratifications by the Board of Governors (BOG).

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- (b) Revision of a couple of clauses (pertaining to “Supplementary Examinations” and “Scope for Grade Improvement”) in the Examination Rules (under Autonomy), as proposed by the COE has been reviewed and approved by the Academic Council in Feb-2016 for necessary update of the Examination Rules under Operational Guidelines
- (c) Revision of a clause (pertaining to “Appointment of Paper Setters and Moderators” Improvement”) in the Examination Rules (under Autonomy), as proposed by the COE has been reviewed and approved by the Academic Council in May-2016 for necessary update of the Examination Rules under Operational Guidelines

Agenda No. 6: Focus 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:

- (a) Recruitment Plan for Jul-Dec-2016
- (b) Faculty Recharge Programme
- (c) Publication and Research
- (d) Outreach and Partnership

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