



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

Date: 15-Sep-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	
14	Mr. Sarbajit Das, Alumni (AEIE-2007 Graduate), Founder and CEO, Sun Dew Solutions	
15	Mr. Hirak Ghosh, GM (HR), Paharpur Cooling Towers Ltd.	
16	Mr. P Naha, GM (HR), Keventer Agro Ltd.	

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**HERITAGE INSTITUTE OF TECHNOLOGY, KOLKATA-700107**

**MINUTES OF THE THIRD MEETING OF THE IQAC HELD ON  
THURSDAY, 15<sup>th</sup> SEPTEMBER, 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. Mr. Soham Das, Student (CSE)  | Member   |
| 10. Prof. Kalarab Ray, Associate Professor (CSE), Coordinator                            | Member   |
| 11. Mr. Sarbajit Das, Alumni (AEIE-2007 Graduate),<br>Founder and CEO, Sun Dew Solutions | Member   |
| 12. Mr. Hirak Ghosh, GM (HR), Paharpur Cooling Towers Ltd.                               | Member   |
| 13. Mr. P Naha, GM (HR), Keventer Agro Ltd.  | Member   |

**Leave of Absence Granted:**

- |                               |        |
|-------------------------------|--------|
| 1. Mr. Manoj Saraogi, CFO     | Member |
| 2. Mr. Santosh Kumar Ray, DGM | 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 third meeting of the IQAC.

**Agenda No. 1: Confirmation of the Minutes of the last IQAC Meeting held on 03-Jun-2016**

The minutes of the second meeting of the IQAC held on 03-Jun-2016 were confirmed.

**Agenda No. 2: Self-introduction of the External Members**

The Chairman specially thanked the following external members for agreeing to become a part of the IQAC, and requested them for self-introduction:

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



### Agenda No. 3: Review of Recruitment Plan for Jul-Dec-2016

Based on the actual data about joining of new recruits against the corresponding planned numbers, the following summarized picture emerged.

Period	Department	Designation	Planned	Timeline	Actual	Joined
Jul-Dec-2016	Admin.	Executive Assistant	01	by Jul	01	Aug
	BT	Assistant Professor	01	by Jul	01	Aug
	-do-	Technical Assistant	01	by Aug	01	Sep
	CE	Assistant Professor	03	by Jul	03	Jul
	CSE	Technical Assistant	01	by Dec		
	ECE	Assistant Professor	01	by Jul	01	Jul
	EE	Assistant Professor	01	by Jul	01	Aug
	Humanities	Associate Professor	01	by Dec		
	-do-	Technical Assistant	01	by Dec		
	Mathematics	Assistant Professor	01	by Jul	01	Aug
	ME	Assistant Professor	03	by Jul	03	Jul
	-do-	Technical Assistant	02	by Jul	02	Aug
	Physics	Technical Assistant	01	by Dec		
	Total		18		14	

### Agenda No. 4: Review of Faculty Recharge Programme

#### (a) Seminar / Conference / Workshop / FDP / SDP (organized by HIT under TEQIP-II):

- Already organized during Apr-Aug-2016 = 14 Programmes  
(including one National Conference and five Faculty Development Programmes)
- Already planned during Sep-Jan-2016-17 = 07 Programmes  
(including one National Conference and two Faculty Development Programmes)

Most of the departments, in turn, have been organizing / will organize such programmes on wide ranging and relevant topics.

The 2-day National Conference on Renewable Energy in Jul-2016 attracted around 160 participants. The 3-day National Conference on Recent Advances in Science and Technology planned in late-Sep-2016 is expected attract between 200 to 250 participants.

#### (b) Seminar / Conference / Workshop / FDP / SDP (participation from HIT under TEQIP-II):

- Already attended during Apr-Aug-2016 = 24 Faculties  
(including nine International programmes)
- Already planned during Sep-Mar-2016-17 = 36 Faculties  
(including 22 International programmes)

Faculties from across multiple departments have been participating / will participate in such programmes. A number of them also have presented / will present papers in such programmes.

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### Agenda No. 5: Review of Publications and Research

The Head (Research) is about to start an initiative by Sep-2016 for compiling and publishing a report on R&D activities at HIT that will list out all publications, research projects and consultancy activities by the HIT faculties. This report is expected to be published by Nov-2016. Subsequently, a repository of copy of all these publications is also scheduled to be set up by Dec-2016.

### Agenda No. 5: Review of Outreach and Partnerships

#### (a) Industry-Institute Interaction Programmes (organized by HIT under TEQIP-II):

- Already organized during Jul-Sep-2016 = 07 Programmes  
(including one 30-day Industry-oriented Special Training Programme organized by the Training and Placement Office [TPO])
- Already planned during Nov-Dec-2016 – to nominate between 10-15 faculties to take part in industry forum like INFOCOM and/or Initial Learning Programmes (ILP) conducted in-house by industry leaders like TCS

#### (b) Industry Visit Programmes (organized by HIT under TEQIP-II):

- Already organized during Mar-Aug-2016 = 15 Visits
- Already planned during Sep-Dec-2016 = 05 Visits

Most of the departments, in turn, have been organizing / will organize such visits, mostly within the state, to a diverse range of industrial establishments.

### 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) Publications and Research
- (b) Infrastructure Upgrade
- (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