



4th Meeting of the Internal Quality Assurance Cell (IQAC)
HIT, Kolkata-700107

Date: 04-Apr-2017

Time: 12:00 PM

Sl. No.	Name	Signature
Chairman		
01	Prof. (Dr.) Pranay Chaudhuri, Principal	<i>P. Chaudhuri</i>
Permanent Invitees		
02	Mr. P K Agarwal, CEO, KBT	_____
Members		
03	Prof. B R Saha, Registrar	<i>B. Saha</i> 4/4/17
04	Mr. Arvind Srivastava, Joint Registrar	<i>Arvind</i> 4/4/17
05	Mr. Manoj Saraogi, CFO	_____
06	Mr. Santosh Kumar Ray, DGM	_____
07	Prof. (Dr.) Subhashis Majumder, Dean (UG) and HOD (CSE)	<i>S. Majumder</i> 4/4/17
08	Prof. (Dr.) N P Nayak, Dean (Student Affairs) and HOD (Physics)	<i>N. P. Nayak</i> 4/4/17
09	Prof. (Dr.) Prabir Banerjee, HOD (ECE)	<i>Prabir Banerjee</i> 4/4/17
10	Prof. (Dr.) Pinaki Bhattacharya, Head (Research)	<i>P. Bhattacharya</i> 04.04.2017
11	Prof. (Dr.) Siuli Roy, Director (CAC)	<i>Siuli Roy</i> 4.4.17
12	Mr. Soham Das, Student (CSE)	_____
13	Prof. Kalarab Ray, Associate Professor (CSE), Coordinator	<i>K. Ray</i> 04.04.17
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 FOURTH MEETING OF THE IQAC HELD ON
TUESDAY, 4th APRIL, 2017 AT 12:00 PM 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
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

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 fourth meeting of the IQAC.

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

The minutes of the third meeting of the IQAC held on 15-Sep-2016 were confirmed.

Agenda No. 2: Consideration of the Budget Estimate for FY-2017-2018

The Registrar presented the Budget Estimate for FY-2017-2018 for review and approval by the IQAC prior to its presentation in the upcoming Board of Governors (BOG) Meeting scheduled for 08-Apr-2017.

Agenda No. 3: "Distinguished Lecture Program" by Eminent Speakers from the Industry

The IQAC Chairman mentioned that around five to six such lectures are planned to be held every quarter on a variety of advanced topics to be delivered by eminent speakers from diverse fields in the industry. Four such lectures were held during the Jan-Feb-Mar-2017 quarter. The IQAC Coordinator requested all concerned HODs to share such data on a regular basis. It was also decided to share data about the various Industrial Tours / Visits being organized for students by various departments (especially, AEIE, BT, CE, ChE, EE, and ME) with the IQAC.

PC

Ray

Agenda No. 4: Industry-Academia Interaction

The Dean (UG) highlighted about the following events:

- a) "TCS Day" by Tata Consultancy Services (TCS), conducted at HIT-Kolkata on 22-Mar-2017, including:
 - i. 'TCS Selects Interaction' for all B Tech 4th Year and M Tech 2nd Year Students who have already been placed with TCS through Campus Interviews
 - ii. 'TCS Campus Ambassador' for all B Tech 3rd Year Students

It was also decided to further enhance such collaboration by extending reach to small / medium sized IT and/or software product and service companies based in / around Kolkata.

The IQAC Coordinator requested all concerned HODs to share such data on a regular basis. It was also decided to collect such data about the various Industry-Academia Collaboration events from the Training and Placement Officer (TPO).

Agenda No. 5: Curriculum Design / Revision

The Principal inquired from the Dean (UG) about the progress with respect to the Curriculum and Detailed Syllabi Revision activities for B Tech 4th Year (7th and 8th Semester) and MCA 2nd Year (3rd and 4th Semester) by the respective Boards of Studies (BOS) for all the degree-awarding departments. Based on the overall status of the relevant BOS activities in the various departments, it was decided with the IQAC Coordinator (also the Member Secretary of the Academic Council) that the next Academic Council (AC) Meeting will be held during the month of May, 2017.

Agenda No. 6: Examination Processes / Results Review

The IQAC Coordinator informed that the results of the Odd Semester Examination 2016-2017 were discussed in detail during the 10th AC Meeting held on 14-Feb-2017. It was also agreed upon that review of performance evaluation processes and/or results will be shared through such AC Meetings as well as through interactions with the Controller of Examinations (COE).

Agenda No. 7: Miscellaneous

None

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. Katarab Ray
Coordinator
IQAC

Annual Budget for the FY 2017-2018

Item	Budget estimate for 2016-2017 (Rs. in lacs)	Expenses CFY 2016-2017 (till 31.12.2016) (Rs. in lacs)	Budget estimate for FY 2017-2018 (Rs. in lacs)
Infrastructural built-up (including work in progress)	400.00	267.87	--
Library	20.00	17.43	32.00
Laboratory equipment	50.00	36.64	53.00
Laboratory consumables	50.00	31.40	35.00
Teaching and non-teaching staff salary	2600.00	1887.28	3000.00
R&D	30.00	17.25	35.00
Training and Travel	20.00	11.09	16.00
Software Purchase	--	--	23.00
Misc. expenses for academic activities	--	--	35.00
Other, specify			
Non-recurring Expenditure (Computers & Peripherals, Electricals, Furniture, AC, Vehicles)	350.00	142.77	200.00
Recurring Expenditure (Advertisement, Electricity, Rates & Taxes, Printing & Stationery, Repair & Maintenance, Course Renewal, Postage, Conveyance, Vehicle Running, Consultancy, Education Projects, Interest etc.)	425.00	380.49	450.00
Total	3945.00	2792.22	3879.00