



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

Date: 25-Jul-2017

Time: 12:00 PM

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	Prof. (Dr.) Subhashis Majumder, Dean (UG) and HOD (CSE)	
05	Prof. (Dr.) N P Nayak, Dean (Student Affairs) and HOD (Physics)	
06	Prof. (Dr.) Prabir Banerjee, HOD (ECE)	
07	Prof. (Dr.) Siuli Roy, Director (CAC)	
08	Prof. (Dr.) Pinaki Bhattacharya, Head (Research)	
09	Prof. Kalarab Ray, Associate Professor (CSE), Coordinator	
10	Mr. Manoj Saraogi, CFO	
11	Mr. Santosh Kumar Ray, DGM	
12	Mr. Arvind Srivastava, Joint Registrar	
13	Mr. Sarbajit Das, Alumni (AEIE-2007 Graduate), Founder and CEO, Sun Dew Solutions	
14	Mr. Hirak Ghosh, GM (HR), Paharpur Cooling Towers Ltd.	
15	Mr. P Naha, GM (HR), Keventer Agro Ltd.	
16	Mr. Soham Das, Student (CSE)	

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

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

**MINUTES OF THE FIFTH MEETING OF THE IQAC HELD ON  
TUESDAY, 25<sup>th</sup> JULY, 2017 AT 12:00 PM AT CME CONFERENCE ROOM**

**Members Present:**

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

**Leave of Absence Granted:**

1.	Prof. B R Saha, Registrar	Member
2.	Mr. Manoj Saraogi, CFO	Member
3.	Mr. Santosh Kumar Ray, DGM	Member
4.	Mr. Soham Das, Student (CSE)	Member
5.	Mr. Sarbajit Das, Alumni (AEIE-2007 Graduate), Founder and CEO, Sun Dew Solutions	Member
6.	Mr. Hirak Ghosh, GM (HR), Paharpur Cooling Towers Ltd.	Member
7.	Mr. P Naha, GM (HR), Keventer Agro Ltd.	Member

After granting leave of absence to members as mentioned above, the meeting started.

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**Welcome by the Chairman**

The Chairman welcomed all the members to the fifth meeting of the IQAC.

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

The minutes of the fourth meeting of the IQAC held on 04-Apr-2017 were confirmed.

**Agenda No. 2: Reconstitution of the Academic Council - BOG Nominees and MAKAUT Nominees**

The IQAC Coordinator informed that reconstitution of the Academic Council (AC), with respect to BOG Nominees and MAKAUT Nominees, was discussed in detail and approved during the 11<sup>th</sup> AC Meeting held on 13-Jun-2017. The Principal, as Chairman of the Council, welcomed the new members, and thanked the outgoing members [refer to Agenda No. 4 of Minutes of 11<sup>th</sup> AC Meeting].

**Agenda No. 3: Curriculum Design / Revision**

The IQAC Coordinator informed that course structure and detailed syllabi for B Tech 4<sup>th</sup> Year (7<sup>th</sup> and 8<sup>th</sup> Semester) and MCA 2<sup>nd</sup> Year (3<sup>rd</sup> and 4<sup>th</sup> Semester), as recommended by the respective Board of Studies (BOS) for all the degree-awarding departments, were presented during the 11<sup>th</sup> AC Meeting held on 13-Jun-2017, and were approved by the Council after due deliberations [refer to Agenda No. 3 of Minutes of 11<sup>th</sup> AC Meeting].



Meeting]. 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 one AC Meeting, scheduled to be held after publication of results of the Odd Semester Examination 2017-2018, will be needed for such curriculum design / revision activities.

**Agenda No. 4: Reconstitution of the Boards of Studies for all Degree-awarding Departments (except MCA) – Academic Council Nominees and Industry Representatives**

The IQAC Coordinator informed that reconstitution of the respective Board of Studies for each of the nine departments conducting B Tech programmes, with respect to AC Nominees and Industry Representatives, was discussed and approved during the 11th AC Meeting held on 13-Jun-2017. The Principal, as Chairman of the Council, duly announced their names [refer to Agenda No. 5 of Minutes of 11th AC Meeting].

**Agenda No. 5: Review of Recruitment Activities for Jul-Dec-2017**

Based on the requirements provided by the various departments / sections, the recruitment activities were reviewed and duly approved. It was decided to review the same again during the IQAC meeting tentatively scheduled to be held in Jan-2018.

**Agenda No. 6: Miscellaneous**

None

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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. Kalarab Ray**  
Coordinator  
IQAC