



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

Date: 10-Nov-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)	
10	Prof. Kalarab Ray, Associate Professor (CSE), Coordinator	
11	Mr. Manoj Saraogi, CFO	
12	Mr. Santosh Kumar Ray, DGM	
13	Mr. Arvind Srivastava, Joint Registrar	
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.	
17	Mr. Soham Das, Student (CSE)	

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**HERITAGE INSTITUTE OF TECHNOLOGY (HIT), KOLKATA-700107**

**MINUTES OF THE SIXTH MEETING OF THE IQAC HELD ON  
FRIDAY, 10<sup>th</sup> NOVEMBER, 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.) Siuli Roy, Director (CAC)	Member
5.	Prof. (Dr.) Pinaki Bhattacharya, Head (Research)	Member
6.	Prof. Kalarab Ray, Associate Professor (CSE), Coordinator	Member
7.	Mr. Arvind Srivastava, Joint Registrar	Member

**Leave of Absence Granted:**

1.	Prof. B R Saha, Advisor (Admin)	Member
2.	Prof. (Dr.) Prabir Banerjee, HOD (ECE)	Member
3.	Mr. Manoj Saraogi, CFO	Member
4.	Mr. Santosh Kumar Ray, DGM	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
8.	Mr. Soham Das, Student (CSE)	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 sixth meeting of the IQAC.

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

The minutes of the fifth meeting of the IQAC held on 25-Jul-2017 were confirmed.

**Agenda No. 2: Examination Results Review**

The IQAC Coordinator informed that results of the Even Semester Examination 2016-2017 were discussed in detail during the 12<sup>th</sup> AC Meeting held on 10-Aug-2017 and were approved after due deliberations [refer to Agenda No. 3 of 12<sup>th</sup> AC Meeting].

**Agenda No. 3: Examination Process Compliance**

The IQAC Coordinator informed that Controller of Examinations (COE) Office has continued to successfully implement the modified Examination Rules (under Operational Guidelines) [refer to Agenda No. 2 (Action Taken Report) of the Minutes of 9<sup>th</sup> AC Meeting held on 04-Aug-2016] regarding Paper-setters and Moderators for Semester Examination Question papers for the upcoming Odd Semester Examination 2017-18.

**Agenda No. 4: 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