



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

Date: 29-May-2018

Time: 12:00 PM

Sl. No.	Name	Signature
<b>Chairman</b>		
01	Prof. (Dr.) Pranay Chaudhuri, Principal	<i>P. Chaudhuri</i>
<b>Permanent Invitees</b>		
02	Mr. P K Agarwal, CEO, KBT	
<b>Members</b>		
03	Prof. B R Saha, Controller of Examinations (COE)	
04	Prof. (Dr.) Subhashis Majumder, Dean (UG) and HOD (CSE)	<i>Subhashis Majumder</i>
05	Prof. (Dr.) N P Nayak, Dean (Student Affairs) and HOD (Physics)	<i>N P Nayak</i>
06	Prof. (Dr.) Prabir Banerjee, HOD (ECE)	<i>Prabir Banerjee</i>
07	Prof. (Dr.) Siuli Roy, Director (CAC)	<i>Siuli Roy</i>
08	Prof. (Dr.) Pinaki Bhattacharya, Head (Research)	<i>P. Bhattacharya</i>
09	Prof. (Dr.) S K Barua, Registrar	<i>S K Barua</i>
10	Prof. Kalarab Ray, Associate Professor (CSE), IQAC Coordinator and Deputy Controller of Examinations (Dy CoE)	<i>Kalarab Ray</i>
11	Mr. Arvind Srivastava, Joint Registrar	<i>Arvind Srivastava</i>
12	Mr. Manoj Saraogi, CFO	
13	Mr. Santosh Kumar Ray, DGM	
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, KOLKATA-700107**

**MINUTES OF THE EIGHTH MEETING OF THE IQAC HELD ON  
TUESDAY, 29<sup>th</sup> MAY, 2018 AT 12:00 PM AT CME CONFERENCE ROOM**

**Members Present:**

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

**Leave of Absence Granted:**

1.	Prof. B R Saha, Controller of Examinations (COE)	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 eighth meeting of the IQAC.

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

The minutes of the seventh meeting of the IQAC held on 30-Jan-2017 were confirmed.

**Agenda No. 2: Approval for Facility for Semester-long Project Work for External Students**

The IQAC Coordinator informed that the proposal that has already been ratified by the Academic Council (AC) Members during the 13<sup>th</sup> AC Meeting on 09-Feb-2018 and is likely to be formally approved during the 14<sup>th</sup> AC Meeting expected to be held by mid-Jul-2018.

**Agenda No. 3: Examination Results Review**

The IQAC Coordinator informed that results of the Odd Semester Examination 2017-2018 were discussed in detail during the 13<sup>th</sup> AC Meeting held on 09-Feb-2018 and were approved after due deliberations [refer to Agenda No. 4 of 13<sup>th</sup> AC Meeting].



#### **Agenda No. 4: Examination Results Processing Automation**

The IQAC Coordinator (also the Deputy Controller of Examinations) informed that the Controller of Examinations (COE) Office has decided to deploy a custom-built automated Examination System, the detailed requirements of which are expected to be finalized by Jun-2018, and a trial run of the same is tentatively planned by Aug-2018 so that the system can go live by Nov-2018.

#### **Agenda No. 5: Curriculum Design / Revision**

The IQAC Chairman mentioned about the likely scenario regarding the upcoming Academic Year, i.e., 2018-19:

- a) With the first batch of B Tech students (2014-15 to 2017-18) passing out after Jun-2018, the Boards of Studies (BOS) will need to take a close relook at the course structure and detailed syllabi for B Tech programme before the new academic session starts in Jul-2018.
- b) Implementation of the MAKAUT Notice regarding Mandatory Additional Requirement for earning B Tech degree through Activity Points to address needs of industry and society will necessitate brining in some additional processes for tracking and monitoring all the B Tech students for such activity points accumulation as an ongoing exercise from Jul-2018 onward.
- c) Implementation of some new AICTE Guidelines, both B Tech and M Tech curricula are likely to undergo significant revisions for students taking admission in first year, i.e., from 2018-19 incoming batch onward.

In view of the above, the IQAC Coordinator (also the Member Secretary of the Academic Council) informed that one AC Meeting, scheduled to be held in late-Jul-2018 to review the outcome of such curriculum design / revision activities.

#### **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. Kalaraj Ray**  
Coordinator  
IQAC