



**9th Meeting of the Internal Quality Assurance Cell (IQAC)
HIT, Kolkata-700107**

Date: 01-Aug-2018

Time: 12:00 PM

Sl. No.	Name	Signature
Chairman		
01	Prof. (Dr.) Pranay Chaudhuri, Principal	
Permanent Invitees		
02	Mr. P K Agarwal, CEO, KBT	
Members		
03	Prof. B R Saha, Controller of Examinations (COE)	
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. (Dr.) S K Barua, Registrar	
10	Prof. Kalarab Ray, Associate Professor (CSE), IQAC Coordinator and Deputy Controller of Examinations (Dy CoE)	
11	Mr. Arvind Srivastava, Joint Registrar	
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 NINTH MEETING OF THE IQAC HELD ON
WEDNESDAY, 1st AUGUST, 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.

Welcome by the Chairman

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

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

The minutes of the eighth meeting of the IQAC held on 29-May-2018 were confirmed.

Agenda No. 2: Review of Recruitment Activities for Jul-Dec-2018

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-2019.

Agenda No. 3: Examination Results Review

The IQAC Coordinator informed that the results of the Even Semester Examination 2017-2018 were discussed in detail in two phases – during the 14th AC Meeting held on 09-Jul-2018 (for B Tech 2nd and 8th Semester plus M Tech 4th Semester) and during the 15th AC Meeting held on 31-Jul-2018 (for B Tech 4th and 6th

Semester, M Tech 2nd Semester plus MCA 2nd and 4th Semester) – and were approved after due deliberations [refer to Agenda No. 5 of 14th AC Meeting and Agenda No. 3 of 15th AC Meeting]. The results were brought out in this fashion to give priority to the B Tech and M Tech Final Year students passing out as well as to the B Tech 1st Year students in view of the Special Supplementary Examinations scheduled to be completed by mid-Aug-2018.

Agenda No. 4: Curriculum Design / Revision

The IQAC Coordinator informed that the AICTE Guidelines compliant revised curriculum (Course Structure for entire programme and Detailed Syllabus for 1st Year) for the following programmes, effective from Academic Year 2018-19, were published on the HIT Web-site on 25-Jul-2018, before commencement of the B Tech 1st Year classes:

- B Tech – AEIE, BT, CE, CHE, CSE, ECE, EE, IT, and ME
- M Tech – AEIE, BT, REEN, CSE, ECE, and VLSI

The above-mentioned curricula are based on reviews / recommendations made by the respective Boards of Studies (BOS) for all the degree-awarding departments that were presented during the 14th AC Meeting held on 09-Jul-2018 and were approved by the Council after due deliberations [refer to Agenda No. 4 of Minutes of 14th AC Meeting].

Agenda No. 5: Examination Results Processing Automation

The IQAC Coordinator (also the Deputy Controller of Examinations) informed that the detailed requirements gathering for the proposed custom-built automated Examination System had to be postponed until Jul-2018 due to significant and substantial changes in existing curriculum structure (introduction of Honours Papers and some form of Choice-based Credits). As a result, the detailed requirements are expected to be finalized by Aug-2018, and the trial run of the same is tentatively re-scheduled to Nov-2018 so that the system can go live only after the Odd Semester Examinations 2018-19 are over.

Agenda No. 6: Implementation of MAKAUT's Mandatory Additional Requirements

The Dean (Student Affairs) briefly explained how the existing faculty mentorship system will be extended to implement, in a systematic manner from Aug-2018 onward, the tracking and monitoring of all B Tech students for accumulation of activity points in line with the MAKAUT Notice regarding Mandatory Additional Requirement for earning B Tech degree through Activity Points to address needs of industry and society.

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. Kalarab Ray
Coordinator
IQAC