












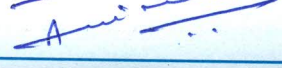
HERITAGE INSTITUTE OF TECHNOLOGY, KOLKATA

46th Meeting of the Board of Governors
 Date : Saturday, 17th December, 2016 at 11:00 A.M.
 Venue: Conference Room of the Institute

ATTENDANCE SHEET

Name		Signature
1. Shri P. R. Agarwala	Chairman	
2. Shri Vikram Swarup	Vice-Chairman	
3. Shri V. Saran	Member	Leave of absence
4. Shri N. P. Dalmia	Member	Leave of absence
5. Shri H. P. Budhia	Member	
6. Shri Siddharth Swarup	Member	
7. Swami Atmapriyananda	Member	Leave of absence
8. Smt. Madhumita Ray	Member	Leave of absence
9. Prof. (Dr.) Parameswar De	Member	
10. Regional Officer (ERO), AICTE	Member	
11. Prof. (Dr.) N. P. Nayak	Member	
12. Ms. Satarupa Bagchi Biswas	Member	
13. Prof. (Dr.) Pranay Chaudhuri,	Member Secretary	

Invitees:

14. Shri H. K. Chaudhary 
15. Shri Sajjan Bhajanka
16. Shri Jaydeep Chitlangia
17. Prof. (Dr.) Sajal Dasgupta
18. Shri Probir Roy 
19. Shri P. K. Agarwal 
20. Prof. B. B. Paira 
21. Prof. K. K. Chaudhuri
22. Prof. (Dr.) D. C. Ray 
23. Prof. Bimalendu B Bhattacharya 
24. Prof. (Dr.) S. Biswas 
25. Prof. B. R. Saha 
26. Prof. (Dr.) Siddhartha Ray 
27. Shri Jaydeep H Goswami 
28. Shri Manoj Saraogi 
29. Shri Arvind Srivastava 

CHAIRMAN'S
INITIALS

**MINUTES OF THE FORTY-FIFTH MEETING OF THE BOARD OF GOVERNORS
HELD ON SATURDAY, THE 10TH SEPTEMBER, 2016 IN THE CONFERENCE ROOM
OF THE INSTITUTE**

Members Present:

Shri Vikram Swarup *in the Chair*
Shri V. Saran
Shri Siddharth Swarup
Prof. (Dr.) N.P. Nayak
Ms. Satarupa Bagchi Biswas
Prof. (Dr.) Pranay Chaudhuri *Member-Secretary*

Leave of Absence was granted to:

Shri Prahlad Rai Agarwala
Shri H.P. Budhia
Shri N. P. Dalmia
Swami Atmapriyananda Maharaj
Smt. Madhumita Ray
Prof. (Dr.) Parameshwar De

Special Invitees:

Shri H.K. Chaudhary
Shri P.K. Agarwal
Prof. B.B. Paira
Prof. K.K. Chaudhuri
Prof. Bimalendu B. Bhattacharya
Prof. (Dr.) S. Biswas
Prof. B.R. Saha
Prof. (Dr.) Siddhartha Ray
Shri Arvind Srivastava

In absence of Shri P.R. Agarwala, Chairman, BOG, HIT, Shri Vikram Swarup, Vice Chairman, BOG, HIT took the Chair and called the meeting to order after granting leave of absence as mentioned above and welcoming all the members and Invitees present in the meeting.

'OM' was chanted for three times before starting the meeting.

Agenda Item No. 1: Confirmation of the Minutes of the 44th Meeting of the BOG held on Saturday, 04th June, 2016

Minutes of the 44th Meeting of the BOG held on 04th June, 2016 were duly circulated. As there was no comments from the Members, the minute was confirmed.

Agenda Item No. 2: Action taken report on the resolutions/decisions made in the last meeting

The BOG noted and approved the ATR in respect of decisions taken in the previous meeting.

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[Signature]

Agenda Item No. 3: To consider the recommendation of the Academic Council

9th meeting of the Academic Council was held on 04.08.2016 in which the following recommendations were made:

- "Full-time research scholars registered with MAKAUT, carrying out research at Heritage Institute of Technology shall have to make a caution deposit of Rs. 15,000/- (Rupees Fifteen Thousand only) for using infrastructural facilities of the institute. After completion of the course, the caution deposit will be refunded, subject to necessary clearances from all relevant departments of the institute."
- Results of Even Semester Examination 2015-2016 under Autonomy was considered and approved.
- Prof. (Dr.) Santanu Ghorai, Associate Professor, Dept. of AEIE will replace Prof. Sreeparna Dasgupta as Faculty Representative in the Academic Council

The BOG noted the recommendations and approved the same.

Agenda Item No. 4: To consider a report on TEQIP-II

The BOG approved utilization of funds till 31.07.2016 as under:

Sl.No.	Head	Rs. (in Lakhs)
1a.	Total Sanctioned Fund	600
1b.	Bank Interest as on 31.07.2016	8.01
	Total	608.01
2.	Cumulative Expenditure incurred in the project as on date 31.07.2016	479.56
3.	Unspent balance as on 31.07.2016	128.45
4.	Committed expenditure for the month of August, 2016	33.74

BOG also approved budget allocation for the additional fund of Rs. 2 crore with interest accrued so far.

Sl. No.	Activities	(Rupees in Lacs)
1	Acquiring text books, e-journals and software	42.35
2	Providing Teaching and Research Assistantships to increase enrolment in existing and new PG Programmes in Engineering disciplines	24.00
3	Enhancement of R&D and institutional consultancy activities	24.65
4	Faculty and Staff Development (including faculty qualification upgradation, Pedagogical training, and organizing/participation of faculty in workshops, seminar, and conference) for improved competence based on TNA	40.00

5	Enhanced Interaction with Industry	15.00
6	Institutional Management Capacity Enhancement	2.00
7	Implementation of Institutional Reforms	10.00
8	Academic support for weak students under the aegis of Finishing School	15.00
9	Technical Assistance for Procurement and Academic Activities	0.00
10	Incremental Operating Cost	35.01
	Total	208.01

BOG approved the following :

- Expenditure of Rs. 7.68 lacs for providing Teaching Assistantship to 32 M.Tech. students for the period April 2016 to June 2016
- Selection of 20 2nd year M.Tech. students for Teaching Assistantship for the period of July 2016 to October 2016
- Selection of 18 2nd year M.Tech. students for Teaching Assistantship for the period August 2016 to October 2016
- Expenditure of Rs. 2.19 lacs for providing Seed Grant for Research work to 6 more faculty members.
- Expenditure of Rs. 5.55 lacs for providing fund for project work of B.Tech. and M.Tech. students under the head "Enhancement of R&D and Institutional Consultancy Activities"
- An expenditure of Rs. 7,250/- on publication of research papers by Prof. Soham Chattopadhyay and Prof. Tapan Kumar Ghosh of Dept. of BT
- An expenditure of Rs. 5.16 lacs on members of faculty and staff for attending various conferences / workshops / seminars / training programmes outside the campus
- An expenditure of Rs. 10.16 lacs for organizing various FDPs , Workshops, Seminar, International Conferences and Training programmes by the Institute
- An expenditure of Rs. 1.07 lacs in connection with Ph.D. registration and expenditure of printing of Ph.D. thesis and course work fees for Ph.D. registration by some members of faculty
- An estimate of Rs. 1.54 lacs for attending various Conferences / Workshops / Seminars / Training Programme during September to November 2016

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- An estimate of Rs. 8.61 lacs for organizing a workshop by Civil Engineering Department, a 7-day FDP by AEIE Dept. and a 3-day National Conference on Recent Advances in Science & Technology by HITK during September 2016.
- An expenditure of Rs. 35,183/- for an Industry Visit to Bakreshwar Thermal Power Plant by students of AEIE Dept.
- An expenditure of Rs. 8.04 lacs for organizing various Industry-Institute-Interaction programmes
- An expenditure of Rs. 1.30 lacs for Summer Internship of 48 3rd year B.Tech. students
- An estimate of Rs. 90,400/- for organizing a 3-day workshop on Homology Modeling, Virtual Screening and Molecular Docking by Dept. of BT
- An expenditure of Rs. 31,765/- for attending Management Capacity Enhancement Programme by Dr. Sukanta Sarkar at IIM, Indore and attending Good Governance Workshop at New Delhi by Dr. S. Biswas
- An estimate of Rs. 0.72 lacs for holding workshop for framing syllabi of 4th year B.Tech. courses of Heritage Institute of Technology under Autonomy
- An estimate of Rs. 3.18 lacs for organizing various workshops / student development programme to be organized by various department utilizing TEQIP-II fund
- An estimate of Rs. 22.26 lacs for procuring learning materials (consumables) by using TEQIP-II fund under Incremental Operating Cost
- An expenditure of Rs. 5,260/- for presenting paper in International Conference on Electronics and Communication Systems at Karpagam College of Engineering, Coimbatore by Mr. Rudrarup Sengupta, a 4th year B.Tech. student of ECE

BOG also approved revision of honorarium for remedial classes as stated below:

Sl. No	Type of Staff	Type of Class	Previous Rate Honorarium	Revised Rate of Honorarium
1.	Faculty Member	Lecture	Rs. 300/- per hour	Rs. 600/- per hour (Maximum two classes in a day)

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2.	Faculty Member	Lab Classes	Rs. 400/- for 3 hours	Rs. 600/- for 3 hours (Maximum one lab classes in a day)
3.	Technical Assistant	Lab Classes	Rs. 250/- for 3 hours	Rs. 400/- for 3 hours (Maximum two lab classes in a day)

BOG noted and approved extension of services of Mr. Subhajyoti Dutta, Office Assistant, TEQIP-II project up to 31st October 2016.

Agenda Item No. 5: To consider a report on various activities of the Institute since the last meeting

Prof. Pranay Chaudhuri, Principal, HIT reported appointment of Prof. Subhashis Majumder as Dean (UG) and Prof. Nirmalya Prasun Nayak as Dean (Student Affairs). He also reported that Prof. Pinaki Bhattacharya has been appointed Emeritus Professor in the Department of Chemical Engineering and Head, R&D and introduced them to the members of BOG. At this point Shri H.K. Chaudhary suggested that an effort is to be made to publish an in-house quarterly scientific magazine containing all academic, R&D, Co-curricular and extra-curricular activity of Heritage Institute of Technology.

BOG noted that Teachers' Day and 16th Foundation Day of the Institute was celebrated on 5th September, 2016 in the Swami Vivekananda Auditorium of the Institute. Prof. Basab Chaudhuri, Vice Chancellor, West Bengal State University graced the occasion as Chief Guest. Members of faculty and staff presented a cultural programme and Awards for Excellence were handed over during the celebration. It was suggested that in future the award winning faculty members should be invited to be present in the subsequent BOG meeting and one get together should be arranged with all award winning students of the Institute.

The BOG noted the following:

→ The NBA Expert Team will visit the Institute on 21.10.2016 to 23.10.2016 for accreditation

→ Results of 8th semester examination June 2016 under MAKAUT

→ Result of even semester examination June 2016 under Autonomy

→ West Bengal Joint Entrance Examination 2016 for admission to Medical and Dental Colleges of the State was held on 20th July, 2016 at HITK



→ Major events held during the period under report

→ Various student development programmes organized during the period under report

→ Various Conference / FDPs / workshops / seminars organized during the period under report

→ Publications made by members of faculty and students during the period under report as stated below:

Dept.	No. of Publication in Journals	No. of Publication in Conference	No. of invited Lectures delivered	Book / E-book authored
AEIE	3+1 (by PG student)	--	--	--
BT	1	--	--	--
CE	2	3	--	01
ChE	4	5	3	--
CSE	10	10	--	--
ECE	1	--	--	--
EE	--	1	--	--
IT	1+1 (by UG student)	--	--	--
ME	2	--	--	--
TOTAL	26	19	3	01

Agenda Item No.6: To consider a report on training and placement activities

The BOG considered and approved the report of the Training & Placement Cell.

The BOG also noted that Tata Consultancy Services conducted campus recruitment at HITK on 1st, 3rd and 4th September, 2016 for recruiting 2017 graduates and expressed satisfaction that 510 students have been selected by the company.

Agenda Item No.7: To consider a report on the progress of construction activities

The BOG expressed satisfaction at the progress of construction activities.

Agenda Item No.8: To report on HR related matters since the last meeting

The BOG considered and approved (i) the appointment of 15 (fifteen) members of Faculty, 2 (two) TAs and 2 (two) Admin Staff on the basis of recommendations of the respective Selection Committee(s) constituted for the purpose, (ii) cases of resignation of 4 (four) persons (along with reasons for their leaving), retirement of 2 (two) persons since the last meeting held on 04.06.2016. BOG also noted the extension of services of Prof. Amitava Bagchi (CSE), Prof. Pinaki Bhattacharya (ChE), Prof. Alope Kr. Sen (ChE).

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Agenda Item No.9: Annual Report 2014-2015

The soft copy of Annual Report 2014-2015 as circulated to the members of the BOG was approved.

Agenda Item No.10: Miscellaneous (Placed on the Table)

- (i) Teaching Assistantship for PG students admitting during Academic Session 2016-2017 from TEQIP-II fund :

In order to attract more PG students for admission to M.Tech. courses, it has been proposed to provide Teaching Assistantship to all non-GATE 1st and 2nd year M.Tech. students during the Academic Session 2016-2017 from TEQIP-II fund @ Rs. 12,000/- per month till completion of TEQIP-II programme subject to availability of fund.

BOG approved the same.

- (ii) Interim Policy for formation of Students Council 2016-2017:

Election for formation of Students' Council for the year 2015-2016 could not be held because of a notification issued by Govt. of West Bengal in view of Assembly Election. Also for last few months the Institute witnessed unrest amongst two groups of students which resulted in several complaints and counter complaints from these students against each other and also at UGC Anti-Ragging Helpline.

In the prevailing circumstances, in order to maintain peace and harmony in the campus it is proposed that the Student Council for the Academic Year 2016-2017 will be formed by Class Representatives nominated by the Principal as per following guidelines.

1. Policy for nomination

1.1 Each B.Tech. and MCA class (Department-wise / Year-wise / Section-wise having an approved intake of 60) would have one representative in the Students' Council, nominated by the Principal as a Member of Executive Committee. There shall be one representative from all 1st year M.Tech. class and one representative from all 2nd year M.Tech. class in the Students' Council as member of the Executive Committee, nominated by the Principal.

1.2 For a student to be nominated by the Principal as Class Representative in the Student Council the following criteria shall be followed



- (i) For 2nd year, 3rd year & 4th year B.Tech. classes and 2nd & 3rd year MCA classes

The student must have a minimum attendance of 80% and a minimum YGPA of 8.0. A merit list of Top 5 students will be made and the Principal will offer the position of CR in order of merit. If all 5 (five) shortlisted students declines to accept the post of CR, then Principal will have the authority to nominate 1 (one) student from that class.

- (ii) For 1st year B.Tech. classes a merit list would be prepared on the basis of Class XII results and the Principal will offer the position of CR in order of merit. If all 5 (five) shortlisted students decline to accept the post of CR, then Principal will have the authority to nominate 1 (one) student from that class.

- (iii) 1 (one) CR from all 1st year M.Tech. students and 1 (one) CR from all 2nd year M.Tech. classes and 1 (one) CR from 1st year MCA class will be nominated by the Principal.

1.3 Executive Committee of the Council would be formed by the nominated Class Representatives.


1.4 After formation of the Executive Committee, all other activities like distribution of Portfolios, Fund Management, meetings, working of the Council shall be governed by the existing constitution of the Students' Council.


2. Tenure

The tenure of the nominated Executive Committee shall be for a period of 1 year from 1st October to 30th September.

The BOG approved the same.

There being no other item, the meeting ended with a vote of thanks to the Chair.


Prahlad Rai Agarwala
Chairman
Board of Governors


Prof. (Dr.) P. Chaudhuri
Member Secretary
Board of Governors