

**ACADEMIC COUNCIL**

**HERITAGE INSTITUTE OF TECHNOLOGY**

**MINUTES OF THE FOURTH MEETING OF THE ACADEMIC COUNCIL HELD ON  
WEDNESDAY, THE 11<sup>th</sup> FEBRUARY, 2015 AT 11:00 A.M. IN ROOM CB 614 OF THE  
INSTITUTE**

**Members Present:**

1	Prof. (Dr.) Pranay Chaudhuri	Chairman
2	Prof. (Dr.) Madhurima Chattopadhyay, HOD, AEIE dept.	Member
3	Prof. (Dr.) Srabanti Basu, HOD, BT dept.	Member
4	Prof. (Dr.) Pinaki Bhattacharya, HOD, ChE dept.	Member
5	Prof. (Dr.) Tapas Sadhu, HOD, CE dept.	Member
6	Prof. (Dr.) Subhashis Majumder, HOD, CSE dept.	Member
7	Prof. (Dr.) Satadal Mal, HOD, EE dept.	Member
8	Prof. (Dr.) Prabir Banerjee, HOD, ECE dept.	Member
9	Prof. (Dr.) Tapan Chakrabarti, HOD, IT dept.	Member
10	Prof. (Dr.) Sukanta Sarkar, HOD, ME dept.	Member
11	Prof. (Dr.) N.P. Nayak, HOD, Phy dept.	Member
12	Prof. (Dr.) Siddhartha Ray, Dean (UG)	Member
13	Prof. (Dr.) Subhabrata Sengupta, Dean (PG & Research)	Member
14	Prof. (Dr.) A.M. Ghosh, Nominee BOG	Member
15	Prof. Manoj Kumar Mitra, Nominee BOG	Member
16	Prof. B.B. Paira, Nominee BOG	Member
17	Mr. Ivan Saha, Nominee BOG	Member
18	Prof. Krishanu Datta, Faculty Representative	Member
19	Prof. Kalarab Ray, Faculty Representative	Member
20	Prof. Nirman Ganguly, Faculty Representative	Member
21	Prof. (Dr.) Prosenjit Gupta, Member Secretary	Member

**Leave of Absence was granted to:**

Dr. Syed Rafikul Islam, Nominee WBUT  
Prof. (Dr.) Raja Datta, Nominee WBUT  
Prof. (Dr.) Prasad Syam, Nominee WBUT  
Prof. (Dr.) Suparna Chakraborty, HOD, Hum dept.  
Prof. Sreeparna Dasgupta, Faculty Representative  
Prof.(Dr.) Debarati De, HOD, Chem dept.  
Prof.(Dr.) Anindita M. Bhattacharya, HOD, Maths dept.

**Special Invitees Present**

Prof. (Dr.) Sobhen Ray, Registrar

PC.

Prosenjit Gupta

Prof. Jaharlal Basu, Head HR  
Prof. Sambhunath Biswas, Dy. Director  
Prof. Dulal Chandra Ray, TEQIP Coordinator  
Prof. B.R. Saha, Controller of Examinations

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

### **Welcome by the Chairman**

The Chairman welcomed all members to this Fourth Academic Council meeting.

### **Agenda No. 1 : Confirmation of the minutes of the last meeting held on 19.09.2014.**

The minutes of the third meeting were confirmed.

It was proposed that a separate file for the resolutions to be maintained year-wise and archived. It was also suggested that rules of business for the Academic Council should be at par with the provisions of the statutes.

### **Agenda No. 2 : Confirmation of the resolution dated 26.11.2014 regarding curricula and syllabi for lateral entry students admitted and registered in 2014-15.**

The resolution dated 26.11.2014 was confirmed and adopted.

The Council further approved the procedure that in case an urgent matter is pending and meeting cannot be held immediately, then a resolution may be adopted by circulation through email.

### **Agenda No. 3 : Consideration of the results of the odd semester 2014-2015 for B.Tech 1<sup>st</sup> Semester, M.Tech 1<sup>st</sup> Semester and B.Tech 3<sup>rd</sup> Semester (lateral entry) students.**

A summary of the results were presented and the Council approved the results. The Council also thanked the Controller of Examinations for suitable conclusion of the examination process.

The following suggestions were placed before the council by various members:

- Along with pass rates, the distribution of marks should also be presented in future.
- 100% pass rates in most M.Tech papers to be probed.
- Summary of results for sessionals should also be presented.
- Moderators might be asked to finalize two sets of question papers instead of one.
- Supplementary examinations might be conducted in the beginning of the academic year in July for the students who failed in courses in the previous two semesters. If logistics do not permit holding supplementary examinations for all batches, it may initially be done at least for the final year students. Students failing in supplementary examinations may be asked to write the same again in the following year.

PC.

Prasenjit Saha

***Agenda No. 4 : Awards of Excellence for Members of Faculty and Staff***

The guidelines for 'Award of Excellence' for faculty and staff were presented. A new eligibility criteria stating that the awards for outstanding teaching and outstanding research accomplishments are specifically for Members of Faculty was approved.

***Agenda No. 5 : Annual Report for 2013-2014***

The Annual Report for 2013-14 was placed before the Council and was approved.

It was proposed that the same be printed and bound for archival purposes after its adoption by the BOG. It was also proposed that a Publication Committee should be set up for the purpose of editing and preparing the Annual Reports in future.

***Agenda No.5 : Miscellaneous***

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



**Prof. (Dr.) P. Chaudhuri**  
**Chairman**  
**Academic Council**



**Prof. (Dr.) Prosenjit Gupta**  
**Member Secretary**  
**Academic Council**