

# **Mandatory Additional Requirement for Completion of B.Tech Degree**

**Heritage Institute of Technology  
Kolkata**

## Student Activity Review Group

As a mandatory additional requirement for earning B.Tech degree, students need active participation in the co-curricular and extra-curricular activities from this year. They have to earn following specified points by performing various activities listed by the Institute :

- For final year students 50 points
- For third year students 75 points during remaining span.
- For remaining students 100 points during remaining span.

For actively monitoring and reviewing the activities performed by the students a special group named "**Student Activity Review Group**" is formed by taking faculties from each degree awarding department.

### **Purpose :**

To assess the activities performed by the students of Heritage Institute of Technology and periodically report the progress to the higher management with the intention of instituting changes in the procedure if necessary.

**Procedure :** Following procedure will be adapted.

- Activities may be performed in the campus or out of campus and can be initiated by
  - individual student
  - individual department for their students
  - different clubs/groups already formed for this purpose
- Student needs to select the activities to be performed in a semester and inform it to his/her mentor well in advance for necessary intimation/approval.
- Mentor will record it to a preformatted "**Activity Register**" ( excel sheet attached) for monitoring and follow up.
- After completion of the activity student needs to intimate his/her mentor the proof of participation and completion in the form of photos/certificates/attendance record etc.
- Mentor will assign points based on that information and record them in the "**Activity Record Sheet For Student**" ( excel sheet attached).
- Every student needs to preserve the same "**Activity Record Sheet**" and **related proof of participation** and completion during full span of course. They need to produce that information in the department when asked for.
- On regular basis mentor will monitor the progress of each student and perform necessary follow up if necessary.
- **Once in every two months**, mentor will transfer that register to the member of SARG assigned for that department.
- SARG will consolidate those data and report the progress to higher management and suggest any improvement if necessary. The report will be prepared and circulated twice in a semester ( proposed dates are 31 July , 30 Nov, 28 Feb, 31 May).
- The report will be generated **automatically using pivot table reporting tool** of excel based on the data of Activity Register for flexible reporting format.





## Fwd: Student Activity Review Group

1 message

From: **kamal podder** <kamal.podder@heritageit.edu>

Date: Wed, Jul 4, 2018 at 3:47 PM

Subject: Student Activity Review Group

To: shounak dasgupta <shounak.dasgupta@heritageit.edu>, uttamkumar dash <uttamkumar.dash@heritageit.edu>, soumik das <soumik.das@heritageit.edu>, sangita bhattacharjee <sangita.bhattacharjee@heritageit.edu>, sudipta mitra <sudipta.mitra@heritageit.edu>, soma banerjee <soma.banerjee@heritageit.edu>, vishnukumar singh <vishnukumar.singh@heritageit.edu>, rudraprasad roychowdhury <rudraprasad.roychowdhury@heritageit.edu>, shilpi saha <shilpi.saha@heritageit.edu>, np nayak <np.nayak@heritageit.edu>, Subhashis majumder <subhashis.majumder@heritageit.edu>

Please refer to our discussion on 3 July 2018.

I have prepared a draft purpose and procedure for student activity monitoring and review. The same is enclosed herewith for your valued comments and changes, if any. I am also inviting you to a meeting on 6th July 2018 to discuss and finalize the procedure. Please attend.

Thanks  
Kamal Podder

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### 2 attachments



Student Activity Review Group.docx

17K



ActivityRegister.xlsx

20K

Transferring data from ci3.googleusercontent.com...





np nayak <np.nayak@heritageit.edu>

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## Mandatory additional requirement for completion of UG degree

5 messages

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np nayak <np.nayak@heritageit.edu>

Thu, Jul 12, 2018 at 2:33 PM

To: notice <notice@heritageit.edu>

Dear All

This to inform you that a committee for monitoring mandatory additional requirement for UG degree started functioning from last week. Committee members have adopted some policies to monitor the activities of the students from 1st to 4th year in our Institute. Please find the attachments for necessary information.

I will be sending the list of mentors shortly.

The mentors will be required to get in touch with the committee member(s) in their respective departments for necessary advice . .

Regards

**N.P.Nayak**

Dean-Student Affairs

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### 3 attachments



**committee members.doc**

37K



**Student Activity Review Group-1.doc**

43K



**ActivityRegister.xls**

89K



## List of Activity Group

| Sl. No. | Name of the Activity  | Points | Maximum Points allowed |
|---------|---|--------|------------------------|
| 1       | MOOCS (SWAYAM/NPTEL/Spoken Tutorial) (per course) etc.                          | 20     | 40                     |
| 2       | Tech Fest / Teachers Day / Freshers Welcome                                     |        |                        |
|         | (i) Organizer   | 5      | 10                     |
|         | (ii) Participants   | 3      | 6                      |
| 3       | Rural Reporting   | 5      | 10                     |
| 4       | Tree Plantation (per tree)  | 1      | 10                     |
| 5       | Participation in Relief Camps   | 20     | 40                     |
| 6       | Participation in Debate/Group Discussion/ Tech quiz                             | 10     | 20                     |
| 7       | Publication of Wall magazine at Institutional level (magazine/article/internet) | 10     | 20                     |
| 8       | Publication in News paper, Magazine & Blogs                                     | 10     | 20                     |
| 9       | Research Publication (per publication)  | 15     | 30                     |
| 10      | Innovative Projects (other than course curriculum)                              | 30     | 60                     |
| 11      | Blood donation camp   |        |                        |
|         | (i) Donor   | 8      | 16                     |
|         | (ii) Camp Organizer   | 10     | 20                     |
| 12      | Participation in Sports/Games   |        |                        |
|         | (i) College Level   | 5      | 10                     |
|         | (ii) University Level   | 10     | 20                     |
|         | (iii) District Level  | 12     | 24                     |
|         | (iv) State Level  | 15     | 30                     |
|         | (v) National / International Level  | 20     | 40                     |
| 13      | Cultural programme (Dance, Drama, Elocution, Music etc.)                        | 10     | 20                     |
| 14      | Member of Professional Society  | 10     | 20                     |
| 15      | Student Chapter Activities / Seminars   |        |                        |
|         | (i) Participant   | 5      | 20                     |
|         | (ii) Presentation   | 10     | 20                     |
|         | (iii) Organizer   | 10     | 20                     |
| 16      | Relevant industry visit & report  | 10     | 20                     |
| 17      | Activities in different clubs at HIT (Photography Club, Cine Club etc.)         | 5      | 10                     |
| 18      | Participation in Yoga Camp  | 5      | 10                     |
| 19      | Self-Entrepreneurship programme   | 20     | 20                     |
| 20      | Adventure sports  | 10     | 20                     |
| 21      | Training to under privileged / Physically challenged                            | 15     | 30                     |
| 22      | Community Service & Allied Activities   | 10     | 20                     |
| 23      | Hackathon (State / National Level)  |        |                        |
|         | (i) Participation in Hackathon  | 10     | 20                     |
|         | (ii) Qualifier for final round (not prize winner) in Hackathon                  | 20     | 40                     |
|         | (iii) Prize Winners of Hackathon  | 30     | 60                     |

