

INTERNAL QUALITY ASSURANCE CELL (IQAC)

HERITAGE INSTITUTE OF TECHNOLOGY (HIT), KOLKATA-700107

**MINUTES OF THE TENTH MEETING OF THE IQAC HELD ON
FRIDAY, 09th November, 2018 AT 12:00 PM AT CME CONFERENCE ROOM**

Members Present:

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

Leave of Absence Granted:

1.	Mr. Manoj Saraogi, CFO	Member
2.	Mr. Santosh Kumar Ray, DGM	Member
3.	Prof. (Dr.) Prabir Banerjee, HOD (ECE)	Member
4.	Mr. Sarbajit Das, Alumni (AEIE-2007 Graduate), Founder and CEO, Sun Dew Solutions	Member
5.	Mr. Hirak Ghosh, GM (HR), Paharpur Cooling Towers Ltd.	Member
6.	Mr. P Naha, GM (HR), Keventer Agro Ltd.	Member
7.	Mr. Soham Das, Student (CSE)	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 tenth meeting of the IQAC.

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

The minutes of the ninth meeting of the IQAC held on 01-Aug-2018 were confirmed.

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

On the basis of the requirements provided by the various departments / sections, the recruitment activities were carried out. Various departments were requested to analyze the state and provide the requirements, if any, to HR.

Agenda No. 3: Curriculum Design / Revision

The IQAC Coordinator informed that the following steps have been taken to adhere to the AICTE Guidelines regarding the extra-curricular activities.



1. Institute has restructured 18 clubs to promote Music, Dance Drama, Photography, Science, Computer Games etc. among the students. Faculties are assigned to work as in-charge for each club.
2. The Dean (Students Affair) informed about programmes organized by the clubs and also told about upcoming programmes.

Agenda No. 5: Miscellaneous

- a) The Registrar mentioned that initiative has been taken to prepare application of “Extension of Approval (EOA)” to the All India Council for Technical Education (AICTE) for all the ongoing academic programmes.
- b) Preparation of AQAR for the year 2017-2018 is in progressed and will be presented to the upcoming BOG meeting on 17-Nov-2018 for approval. The same will then be uploaded in institute website and submitted to NAAC.

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



**10th Meeting of the Internal Quality Assurance Cell (IQAC)
HIT, Kolkata-700107**

Date: 09-Nov-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	Dr. Sujit Kumar Barua, Registrar	
04	Mr. Arvind Srivastava, Joint Registrar	
05	Mr. Manoj Saraogi, CFO	
06	Mr. Santosh Kumar Ray, DGM	
07	Prof. (Dr.) Subhashis Majumder, Dean (UG) and HOD (CSE)	
08	Prof. (Dr.) N P Nayak, Dean (Students Affair) and HOD (Physics)	
09	Prof. Kalarab Ray, Associate Professor (CSE), IQAC Coordinator and Controller of Eaminations (CoE)	
10	Prof. (Dr.) Prabir Banerjee, HOD (ECE)	
11	Prof. (Dr.) Pinaki Bhattacharya, Head (Research)	
12	Prof. (Dr.) Siuli Roy, Director, CAC	
13	Mr. Soham Das, Student (CSE)	
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.	