

INTERNAL QUALITY ASSURANCE CELL (IQAC)

HERITAGE INSTITUTE OF TECHNOLOGY (HIT), KOLKATA-700107

**MINUTES OF THE EIGHTEENTH MEETING OF THE IQAC HELD ON
MONDAY, 25th January, 2021 AT 12:30 PM (Online)**

Members Present:

1.	Prof. (Dr.) Pranay Chaudhuri, Principal	Chairman
2.	Prof. (Dr.) Subhashis Majumder, Dean (UG) & HOD (CSE)	Member
3.	Prof. (Dr.) S K Barua, Registrar	Member
4.	Prof. (Dr.) Pinaki Bhattacharya, Head (Research)	Member
5.	Prof. (Dr.) N P Nayak, HOD (Physics) & COE	Member
6.	Prof. (Dr.) Prabir Banerjee, HOD (ECE)	Member
7.	Prof. (Dr.) Sukanta Sarkar, HOD (ME), IT	Member
8.	Mr. Arvind Srivastava, Joint Registrar	Member
9.	Prof. (Dr.) Sandip Chatterjee, Associate Dean & HOD (Maths)	Member
10.	Prof. (Dr.) Dinabandhu Bhandari, Professor (CSE), Coordinator	Member

Leave of Absence Granted:

1.	Mr. Santosh Roy, DGM	Member
2.	Mr. Debapratim Chakraborty, Student (CSE)	Member
3.	Mr. Manoj Saraogi, CFO	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

Welcome by the Chairman

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

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

The minutes of the seventeenth meeting of the IQAC held on 30-Sep-2020, circulated earlier, were confirmed.

Agenda No. 2: Review of the admission in UG and PG for the academic year 2020-2021

The Registrar provided detailed information about admission in the UG and PG programmes for the academic year 2020-2021. 940 students took admission in B Tech courses and 69 students in M Tech courses. Also 119 Lateral Entry students took admission in the B.Tech. courses.

In this context, Registrar urged the Dean to arrange special classes for Lateral entry students at the earliest.

Agenda No. 3: Review of the Infrastructure development activities

Minor repair works were carried out in the labs during October, 2020 to January, 2021.

Agenda No. 4: Review of the recruitment activities

There was no recruitment during October, 2020 to January, 2021. However, advertisements in National Dailies were published on 30 December 2020 inviting applications for vacant posts.

Agenda No. 5: Review of the online classes held from July 2020 onwards

The Dean informed that the theory classes for the odd semester of B Tech 2nd to 4th, MCA 2nd to 3rd and M Tech 2nd year students are being organized online and the syllabuses are completed. The online classes for 1st year B Tech and M Tech students are in progress. The classes for the 2nd year lateral entry students are to be started by the 2nd week of February.

Agenda No. 6: Odd Semester Examination Status Review

After due deliberations, the members of the cell has decided the followings:

- (1) Practical examinations to be conducted once the Institute is allowed to start offline classes.
- (2) To have a meeting among the Principal, Deans and COE to come up with a plan to organize the odd semester examination.

Agenda No. 7: Miscellaneous

1. IQAC noted that the UGC Expert Committee visited the institute during 12-13 January, 2021 regarding Extension of Autonomous Status.
2. IQAC also noted that a new research centre has been established by the institute. The name of the centre is "Center for Advanced Biomedical Research" and is sponsored by Star Cement Ltd. and Century Plywood Ltd.
3. The Registrar has informed that the Graduation ceremony is to be held on 30-Jan-2021.

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. (Dr.) Dinabandhu Bhandari
Coordinator
IQAC