

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**HERITAGE INSTITUTE OF TECHNOLOGY (HIT), KOLKATA-700107**

**MINUTES OF THE NINETEENTH MEETING OF THE IQAC HELD ON  
MONDAY, 27<sup>th</sup> May, 2021 AT 11:00 AM (Online)**

**Members Present:**

1.	Prof. (Dr.) Basab 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. Santosh Roy, DGM	Member
9.	Mr. Arvind Srivastava, Joint Registrar	Member
10.	Prof. (Dr.) Sandip Chatterjee, Associate Dean & HOD (Maths)	Member
11.	Prof. (Dr.) Dinabandhu Bhandari, Professor (CSE), Coordinator	Member

**Leave of Absence Granted:**

1.	Mr. Debapratim Chakraborty, Student (CSE)	Member
2.	Mr. Manoj Saraogi, CFO	Member
3.	Mr. Sarbajit Das, Alumni (AEIE-2007 Graduate), Founder and CEO, Sun Dew Solutions	Member
4.	Mr. Hirak Ghosh, GM (HR), Paharpur Cooling Towers Ltd.	Member
5.	Mr. P Naha, GM (HR), Keventer Agro Ltd.	Member

---

**Welcome by the Chairman**

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

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

The minutes of the eighteenth meeting of the IQAC held on 25-Jan-2021, circulated earlier, were confirmed.

***Agenda No. 2: Review of the academic activities***

1. Online theory classes for all the courses are in progress. Practical classes (online) for 7<sup>th</sup> Semester B.Tech. courses have started on 17<sup>th</sup> May 2021, and the practical classes for other odd semesters for B.Tech., M.Tech. and MCA courses also are about to start. Thereafter, Practical examinations will be conducted online for all B.Tech., M.Tech. and MCA courses for both odd and even semesters. This is in accordance with the revised plan of conducting practical classes and examinations online, which has been communicated to all academic council (AC) members on time.

In this context, IQAC extends appreciations to all concerned faculties and staffs for their effort in conducting the online theory and practical classes. IQAC also appreciates the cooperation of all concerned staffs in preparing question papers, checking answer scripts and other administrative activities following the processes.

2. The results of the backlog examinations (theory and practical) for the current B.Tech. 4th year students and students appearing in the final semester in the year 2020 or before has been published on 14-May-2021.

### ***Agenda No. 3: Syllabus update***

Departments have finalized, upon approval by BOS, the detailed syllabus of the 4<sup>th</sup> year for B.Tech., 3<sup>rd</sup> year for 3-year MCA and 2<sup>nd</sup> year for 2-year MCA. The same will be circulated to the AC members for their comments.

The Chairman also suggested to work towards finalizing the course structures and 1<sup>st</sup> year detailed syllabus of the proposed B.Tech. courses on CSE (Artificial Intelligence & Machine Learning) and CSE (Data Science).

### ***Agenda No. 4: Preparation of SSR for upcoming NAAC visit***

The committee formed in April 2021 in this regard is in touch with concerned stakeholders in collecting information and collating them. The coordinator of the committee informed the revised date of SSR submission set by NAAC. He has urged all the stakeholders to provide all the information by 31-Aug-2021. In this context, after due deliberation, a few sub-committees are proposed to be formed to expedite the data collating process.

### ***Agenda No. 5: Review of the recruitment activities***

The Institute has initiated the process for the recruitment of the Members of faculty for different academic departments to maintain the cadre ratio and also for the new courses to be started from the AY 2021-2022. An advertisement in this respect has been published in the nationalized news papers. Further, the institute has taken steps for granting promotion of existing members of faculty from the post of Assistant Professor to Associate Professor level.

### ***Agenda No. 6: Miscellaneous***

1. The chairman suggested to organize the IQAC meetings more frequently (possibly once in a month).

---

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



**Prof. (Dr.) Basab Chaudhuri**  
Chairman  
IQAC



**Prof. (Dr.) Dinabandhu Bhandari**  
Coordinator  
IQAC