

INTERNAL QUALITY ASSURANCE CELL (IQAC)

HERITAGE INSTITUTE OF TECHNOLOGY (HIT), KOLKATA-700107

**MINUTES OF THE TWENTY FIRST MEETING OF THE IQAC HELD ON
TUESDAY, 28th September, 2021 AT 11:00 AM (Online)**

Members Present:

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| 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.) Sandip Chatterjee, Associate Dean & HOD (Maths) | Member |
| 8. | Mr. Arvind Srivastava, Joint Registrar | Member |
| 9. | Prof. (Dr.) Dinabandhu Bhandari, Professor (CSE), Coordinator | Member |

Leave of Absence Granted:

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| 1. | Mr. Debpratim Chakraborty, Student (CSE) | Member |
| 2. | Prof. (Dr.) Sukanta Sarkar, HOD (ME), IT | 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 |
| 7. | Mr. Santosh Roy, DGM | Member |

Welcome by the Chairman

The Chairman welcomed all the members to the twenty first meeting of the IQAC.

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

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

Agenda No. 2: Review of the ongoing academic activities

1. Online theory classes and practical classes for all the odd semester courses (second year onwards) of academic year 2021-2022 are scheduled from 01-Oct-2021. Classes for first year students of all B.Tech, M.Tech and MCA courses are to be started upon completion of the admission process following the deadlines set by AICTE and UGC.

Agenda No. 3: Review of the updated Syllabus

The updated syllabi for all departments of B.Tech. courses and for M.Tech. in RE have been uploaded in the website after incorporating all the suggestions and comments received in the AC meeting held on 12.08.2021.


Agenda No. 4: Preparation of SSR for upcoming NAAC visit and preparation of AQAR 2020-2021.


Write ups for most of the sections are completed and first draft is ready. Consolidation of the data collected is in progress. The work on preparing AQAR for the academic year 2020-2021 is also in progress.

Agenda No. 5: Miscellaneous

1. The proposal for inclusion of Ms Rishika Ghosh as the student representative in the IQAC in place of Mr. Debapratim Chakraborty has been approved by the Cell.
2. The Cell has proposed to conduct the Academic Audits for each department.

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