

INTERNAL QUALITY ASSURANCE CELL (IQAC)

HERITAGE INSTITUTE OF TECHNOLOGY (HIT), KOLKATA-700107

**MINUTES OF THE TWENTY-THIRD MEETING OF THE IQAC HELD ON
WEDNESDAY, 20th April, 2022 AT 14:30 PM**

Members Present:

1.	Prof. (Dr.) Basab Chaudhuri, Principal	Chairman
2.	Prof. (Dr.) Subhashis Majumder, Dean (UG) & HOD (CSE)	Member
3.	Dr. Sujit Kumar Barua, Registrar	Member
4.	Prof. (Dr.) Pinaki Bhattacharya, Director (R&D)	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.	Prof. (Dr.) Sukanta Sarkar, HOD (ME)	Member
9.	Mr. Manoj Saraogi, CFO	Member
10.	Mr. Arvind Srivastava, Joint Registrar	Member
11.	Ms. Rishika Ghosh, Student (CSE)	Member
12.	Prof. (Dr.) Dinabandhu Bhandari, Professor (CSE), Coordinator	Member

Special Invitee Present:

1. Prof. (Dr.) Madhurima Chattopadhyay, HOD (AEIE)
2. Prof. Sandipan Ganguly, DC (CA)
3. Prof. (Dr.) Sulagna Chatterjee, HOD (ChE)
4. Prof. (Dr.) Saibal Dutta, HOD (EE)
5. Prof. (Dr.) Siuli Roy, HOD (IT)
6. Prof. (Dr.) Tapas Sadhu, HOD (CE)
7. Prof. (Dr.) Jayati Datta, HOD (Chem)
8. Prof. (Dr.) Suparna Chakraborty, HOD (Hum.)

Leave of Absence Granted:

1.	Mr. Santosh Roy, DGM	Member
2.	Mr. Sarbajit Das, Alumni (AEIE-2007 Graduate), Founder and CEO, Sun Dew Solutions	Member
3.	Mr. Hirak Ghosh, GM (HR), Paharpur Cooling Towers Ltd.	Member
4.	Mr. P Naha, GM (HR), Keventer Agro Ltd.	Member

Welcome by the Chairman

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

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

The minutes of the twenty-second meeting of the IQAC held on 23-Dec-2022 were confirmed.

Agenda No. 2: Review of the ongoing academic activities

Theory classes and practical classes for all the even semester courses of academic year 2021-2022 are in progress in the college from 21-Mar-2022 for 3rd and 4th year students and from 30-Mar-2022 for the remaining students. Special arrangements were made for the Covid-Pandemic situation by adopting appropriate measures. The institute has successfully completed the odd semester examination in online mode and results were published on 13-Apr-2022.

Agenda No. 3: Analysis of the results of the Odd Semester (2021-22) examination

Each department will analyse the results of the odd semester examinations 2021-2022 and suggestions for further improvement could be sent to the office of the Controller of Examinations.

Agenda No. 4: Review of the Target Attainment Level of various courses

The institute target attainment level is set at 60% as per MAKAUT benchmark. The members of the cell suggested the HODs to discuss this matter in their respective DAC meetings and submit their target attainment levels. The reports can then be consolidated and analysed to set an institute level target.

Agenda No. 5: Discuss the R&D activities of the Institute

The chairman requested the HODs to submit the list of project proposals submitted by the departments to various external agencies and organisations. He also urged members to take steps so as to enhance R&D activities in the departments.

Agenda No. 6: Analyze the Feedback received from the stakeholders

Dr. Sandip Chatterjee suggested to have the department wise analysis report of the feedback, and find out the gap as noticed. Action taken report and expected outcome are then to be published in the departmental website.

Agenda No. 7: Discuss the readiness for NAAC and NBA Peer Team visits

Dr. Sandip Chatterjee updated the members that the answers to the queries of the DVV process have been submitted. We may have to submit the revised SSR to be uploaded together with other supporting documents.

Agenda No. 8: Discussion on the Academic Calendar for the session 2022-23

The members of the cell discussed various points in finalizing the academic calendar of the upcoming academic session 2022-2023. The main focus was to make up the delay due to the COVID-19 pandemic.

Agenda No. 9: Status of the Departmental Academic Audits

The chairman suggested completing the departmental academic audit by August every year (after completion of all activities of the academic year). In this context Dr. Sandip Chatterjee will help to prepare a common template to be followed by all the departments.

Agenda No. 10: Review of the recruitment activities

The institute has not recruited any Member of Faculty during January to March 2022.

Agenda No. 11: Review of the Lab renovation activities


The following activities have been carried out in upgrading the machines in the labs during January to March, 2022.


1. Mechanical Cad Lab ((CME 105): Hardware Upgrade - Cost Involved Rs.3,40,548/-
2. CSE Project Lab ((ICTB11): Hardware Upgrade - Cost Involved Rs.1,40,821/-
3. Java Lab (ICT B05): Hardware Upgrade - Cost Involved Rs.1,76,929/-
4. B. Tech VLSI Design Lab (ICT 604) - Cost Involved Rs.1,96,352/-

Agenda No. 12: Miscellaneous

- (a) The chairman informed that the institute has applied for a new B Tech course on IOT and Cyber Security including Blockchain. The chairman also informed that the number of students for M Tech (CSE) are to be reduced to 18 from 36.
- (b) Proposed activity list of the departments for the year 2022 to be sent to the Principal's office by 30-Apr-2022.
- (c) The members of the cell discussed about the possibility of accreditation under NBA of all the degree awarding departments. The departments are suggested to analyze SFR and PhD counts for the last 3 academic years.
- (d) The members had an elaborate discussion on preparation and moderation process of the examination.
- (e) Prof (Dr) Sukanta Sarkar proposed to organize a week long sports event for the students, staff and faculties.
- (f) The Vision and Mission together with Program Education Objectives (PEOs) and Program Specific Outcomes (PSOs) of the Chemical Engineering department have been placed before the members of the cell; after due deliberations the members approved the same unanimously.

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