

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

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

**MINUTES OF THE TWENTY-FIFTH MEETING OF THE IQAC HELD ON  
WEDNESDAY, 13<sup>th</sup> July, 2022 AT 14.30 PM**

**Members Present:**

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| 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 &<br>Joint-Coordinator, IQAC                     | Member   |
| 6.  | Prof. (Dr.) Prabir Banerjee, HOD (ECE)   | Member   |
| 7.  | Prof. (Dr.) Sandip Chatterjee, Associate Dean, HOD (Maths) &<br>Joint-Registrar (Academic) | Member   |
| 8.  | Prof. (Dr.) Sukanta Sarkar, HOD (ME)   | Member   |
| 9.  | Mr. Arvind Srivastava, Joint Registrar   | Member   |
| 10. | Prof. (Dr.) Dinabandhu Bhandari, Professor (CSE), Coordinator                              | Member   |

**Leave of Absence Granted:**

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| 1. | Mr. Manoj Saraogi, CFO   | Member |
| 2. | Mr. Santosh Kumar Roy, DGM   | Member |
| 3. | Mr. Sarbajit Das, Alumni (AEIE-2007 Graduate),<br>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 |
| 6. | Ms. Rishika Ghosh, Student (CSE)   | Member |

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**Welcome by the Chairman**

The Chairman welcomed all the members to the twenty-fifth meeting of the IQAC and congratulated all members of the IQAC for achieving 'A' – Grade in the NAAC assessment. On behalf of the IQAC, the Chairman conveyed sincere thanks to the following members of Faculty for their dedication and continuous effort to support in IQAC activities and preparedness for NAAC assessment.

1. Prof. (Dr.) Sandip Chatterjee
2. Prof. (Dr.) Jyotirmoy Ghosh
3. Prof. Anirban Kundu
4. Prof. Joydev Hazra
5. Prof. Samik Chakraborty
6. Prof. RudraPrasad Roy Chowdhury

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

The minutes of the twenty-third meeting of the IQAC held on 23-Jun-2022 were confirmed.

***Agenda No. 2: Analysis of the report of recently concluded NAAC assessment***

The meeting considered the Report submitted by the NAAC Peer Team and decided to strengthen the areas where some weaknesses have been identified.

***Agenda No. 3: Review of the ongoing academic activities***

The even semester examination of academic year 2021-2022 is in progress and is scheduled to be completed on 20-Jul-2022. The classes for the odd semester of academic year 2022-2023 are expected to start in the middle of August 2022.

***Agenda No. 4: Discussion on R&D activities of the Institute***

The meeting considered ongoing R&D activities. The suggestion of the Dean, UG to grant Conference Registration Fees will be placed before the appropriate authority.

***Agenda No. 5: Organizing training and workshops***

- a) The meeting congratulated the Department of ECE for organising one-week workshop for ITI students during 04-08 July, 2022.
- b) Chairman suggested organising technical training and/or improvement programmes for staff members of the institute.

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

- a) Chairman urged the members to organize activities of the institute along with IQAC.
- b) Department of ECE has proposed to offer a value added course on Analysis of Microwave Components to the students of the institute. The members of the IQAC approved the course and appreciated the initiative.
- c) Students of the institute will be encouraged to appear in GATE and opt for higher studies in bigger numbers.
- d) Chairman proposed to explore the possibility of organising one week/month certificate course (vocational) / workshop.
- e) Prof. (Dr.) Sukanta Sarkar put forward a proposal to increase cash purchase ability of the departments to reduce the procurement time and cost as well.

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