

INTERNAL QUALITY ASSURANCE CELL (IQAC)

HERITAGE INSTITUTE OF TECHNOLOGY (HIT), KOLKATA-700107

**MINUTES OF THE TWENTY-SIXTH MEETING OF THE IQAC HELD ON
WEDNESDAY, 13th SEPTEMBER 2022 AT 12.00 NOON**

Members Present:

1.	Prof. (Dr) Basab Chaudhuri, Principal	Chairman
2.	Prof. (Dr) Subhashis Majumder, Dean (UG) & HoD (CSE)	Member
3.	Prof. (Dr) Prabir Banerjee, HoD (ECE)	Member
4.	Prof. (Dr) Sandip Chatterjee, Associate Dean, HoD (Maths) & Joint-Registrar (Academic)	Member
5.	Prof. (Dr) Sukanta Sarkar, HoD (ME)	Member
6.	Mr Arvind Srivastava, Joint Registrar	Member
7.	Prof. (Dr) Dinabandhu Bhandari, Professor (CSE), Coordinator	Member
8.	Prof. (Dr) Pinaki Bhattacharya, Director-R&D	Member
9.	Dr Sujit Kumar Barua, Registrar	Attended online
10.	Prof. (Dr) N P Nayak, HOD (Physics), COE & Joint-Coordinator, IQAC	Attended online
11.	Mr Manoj Saraogi, CFO	Attended online
12.	Mr Santosh Kumar Ray, DGM	Attended online
13.	Prof. (Dr) Souvik Basu, HoD (CA)	Special Invitee
14.	Prof. (Dr) Tapas Sadhu, HoD, (CE)	Special Invitee
15.	Prof. (Dr) Sulagna Chatterjee, HoD (ChE)	Special Invitee
16.	Prof. (Dr) Saibal Dutta, HoD (EE)	Special Invitee
17.	Prof. (Dr) Siuli Roy, HoD (IT)	Special Invitee

Leave of Absence Granted:

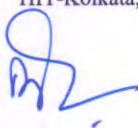
1.	Mr Sarbajit Das, Alumni (AEIE-2007 Graduate), Founder and CEO, Sun Dew Solutions	Member
2.	Mr Hirak Ghosh, GM (HR), Paharpur Cooling Towers Ltd.	Member
3.	Mr P Naha, GM (HR), Keventer Agro Ltd.	Member
4.	Ms Rishika Ghosh, Student (CSE)	Member

Welcome by the Chairman

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

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

The minutes of the twenty-fifth meeting of the IQAC held on 13-Jul-2022 were confirmed.



Agenda No. 2: Analysis of the results of even semester examinations for the academic year 2021-22

The Joint-Registrar (Academic) reminded the HoDs to analyse the results and prepare department wise analysis report together with the actions taken, if any. In this context, he requested the HoDs to analyse the CAMs of all the courses once again through the PAC/DAC and place the same to BoS for comments/approval.

Agenda No. 3: Review of the ongoing academic activities

The odd semester examination of academic year 2022-2023 is in progress. The admission process for the first year B. Tech courses is in progress and the classes for the first year students are expected to start in the second week of October 2022.

Agenda No. 4: Training, workshops and other programmes

The following academic and extension programs have been organised since July, 2022. Prior approval was given.

1. Department of Bio-Technology: Value Added Course – Nanoscience and its Applications (16 days, 32 hours)
2. Department of Computer Science and Engineering: Training Session on “COMSOL Multi-Physics”, July 29, 2022.
3. Department of Information Technology: FDP on “Blockchain and its practical implementation”, August 22-26, 2022.
4. Department of Mathematics: Symposium on “Applications of Mathematics and Statistics in Cryptology and Data Science organized by R. C. Bose Centre for Cryptology and Security, Indian Statistical Institute.
5. Department of Electronics and Communication Engineering: Interactive Technical Session on Network Security, September 9, 2022.
6. Department of Chemical Engineering: National symposium on “Recent Trends on Sustainable Technology – Techno Commercial Developments”, (ChEM-SPARK-2022), September 9-10, 2022.
7. Department of Applied Electronics and Instrumentation Engineering: 'Hands-on Machine Learning with Python’, September 12-16, 2022.
8. Department of Humanities: 5-day Residential FDP on Universal Human Values-II during 22-26 August, 2022 facilitated by AICTE. 90 faculty members participated from across the country
9. The Common University Entrance Test (CUET) was held in the institute during 16-26 August, 2022.



Agenda No. 5: Review of the recruitment activities

The institute have recruited 3 (three) Members of Faculty during July to September 2022: 1 (one) Associate Professor and 1 (one) Assistant Professor in CSE and 1 (one) Assistant Professor in Mathematics.

Agenda No. 6: Preparation of AQAR for the year 2021-22

The Chairman urged the HODs to provide information through the Google forms sent by Joint-Registrar (Academic). Chairman also reminded the HODs to analyse recent NAAC assessment report and let the IQAC know the improvement activities, if any.

Agenda No. 7: Miscellaneous

- a) IQAC has taken note about the intimation by DTE, West Bengal on “Curbing the menace of ragging following the AICTE Guidelines of 2009 as well as UGC Regulations, 2012 and UGC Regulations, 2016 in Higher Technical Institutions”. The institute maintains strict discipline in all such matters.
- b) Departmental Academic Audits for the year 2021-22 are to be completed on time.
- c) The Chairman reiterated the importance of organizing staff development programs. In this regard. He requested Joint Registrar to design appropriate programme and organize the same.
- d) The Joint Registrar (Academic) informed the members of the cell about setting up of a media centre in the institute.
- e) Chairman informed that Smt. Chandani Tudu, WBCS (Executive), Special Secretary, Higher Education Department (Establishment Branch) has been nominated as State Government Nominee in BoG, for a tenure of 3 (three) years.
- f) The Chairman requested the members to continue the hybrid system of teaching. However, there must be a capping on it to be decided by the Departments.
- g) Dean (UG) and Joint-Registrar (Academic) urged the HoDs to take initiatives to revise the syllabi of the next academic year as required and according to the feedbacks received from the stakeholders.
- h) It was proposed to include the members of faculty, who are involved in IQAC activities and the Member Secretary of Academic Council in IQAC. After due deliberation, members of the cell approved the proposal. Given below is the list of new members:

1. Prof. (Dr) Jyotirmoy Ghosh
2. Prof. Anirban Kundu
3. Prof. Joydev Hazra



4. Prof. Samik Chakraborty
5. Prof. RudraPrasad Roy Chowdhury
6. Prof. (Dr.) Nandan Kumar Jana, Member Secretary, Academic Council

- i) Joint-Registrar (Academic) also proposed to work on the post accreditation activities and emphasized on organizing collaborative workshops with other accredited institutes/organisations.
- j) Joint-Registrar (Academic) reported about the extension of NBA accredited status for another 3 years of the 4 departments (AEIE, BT, ChE and ECE) based on the compliance visit in June 2022.

There being no other item on 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