

INTERNAL QUALITY ASSURANCE CELL (IQAC)

HERITAGE INSTITUTE OF TECHNOLOGY (HIT), KOLKATA-700107

**MINUTES OF THE TWENTY-SEVENTH MEETING OF THE IQAC HELD ON
FRIDAY, 17th FEBRUARY, 2023 AT 3:30 PM**

Members Present:

1. Prof. (Dr.) Basab Chaudhuri, Principal	Chairman
2. Mr. Abhishek Rungta, Founder and CEO, Indus Net Technologies	Member
3. Dr. Sujit Kumar Barua, Registrar	Member
4. Mr. Arvind Srivastava, Joint Registrar	Member
5. Mr. Manoj Saraogi, CFO	Member
6. Mr. Santosh Kumar Ray, DGM	Member
7. Prof. (Dr.) Subhashis Majumder, Dean (UG) & HoD, CSE	Member
8. Prof. (Dr.) Nandan Kumar Jana, Associate Professor, BT & Member Secretary, Academic Council	Member
9. Prof. (Dr.) Prabir Banerjee, HoD, ECE	Member
10. Prof. (Dr.) Pinaki Bhattacharya, Director, R&D	Member
11. Prof. (Dr.) Sukanta Sarkar, HoD, ME	Member
12. Prof. (Dr.) Dinabandhu Bhandari, Professor, CSE	Member
13. Prof. Samik Chakraborty, Asst. Professor & DC, AEIE	Member
14. Prof. Joydev Hazra, Asst. Professor & DC, CSBS	Member
15. Prof. Anirban Kundu, Asst. Professor, MCA	Member
16. Prof. Rudraprasad Roychowdhury, Asst. Professor, CE	Member
17. Mr. Rohit Kathotia, Alumni (IT-2005 Graduate), Director, Punam Projects Pvt. Ltd. and Om Motor Finance Pvt. Ltd	Member
18. Prof. (Dr.) N P Nayak, Controller of Examinations and HoD, Physics	Jt. Coordinator
19. Prof. (Dr.) Sandip Chatterjee, Joint Registrar (Academic), Associate Dean (Students Affair) & HoD, Mathematics	Coordinator

Leave of Absence Granted:

1. Mr. Anurag Agarwal, Director, PMI Electromobility Solutions Pvt. Ltd.	Member
2. Mr. Sachin More, Founder and Director Moresco Software Services	Member
3. Mr. Hirak Ghosh, GM (HR), Paharpur Cooling Towers Ltd.	Member
4. Mr. P Naha, GM (HR), Keventer Agro Ltd.	Member
5. Mr. Kaushik Bhattacharya, Head-Training and Placement	Member
6. Ms. Rishika Ghosh, Student of CSE (2019-2023)	Member

Welcome by the Chairman

The Chairman welcomed all the members to the twenty-seventh meeting of the IQAC. The Chairman requested the Coordinator to present the agendas.

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

The minutes of the twenty-sixth meeting of the IQAC held on 13-September-2022 were confirmed.

Agenda No. 2: Discussion on Annual Quality Assurance Report (AQAR) of the Institute for the Academic Session 2021-22

It was reported that IQAC prepared the AQAR for the Academic Session 2021-22 as per discussion of the 26th meeting of IQAC and same was approved by the Academic Council of the Institute in its 35th meeting.

Agenda No. 3: Report on the awards and accolades received by the Institute since the last IQAC meeting held on September 13, 2022

Awards and accolades received by the Institute were reported which included Best Engineering College of the Year Award 2023 at the 6th ASSOCHAM EduMeet and Education Excellence Award Ceremony, Third Prize for CSR activities in All India PRSI National Award and Gurukul Award 2022 for Best Private Engineering College in West Bengal. Establishment of the Institute's Innovation Council in the campus as per the norms of Innovation Cell, Ministry of Education, Govt. of India was also reported.

Agenda No. 4: Report on selection of the Institute as Mentor Institute for NAAC activities by the Directorate of Technical Education, Govt. of West Bengal

The Institute has been selected as Mentor Institute by the Directorate of Technical Education, Govt. of West Bengal for NAAC activities and accordingly two Mentee Institutes have been assigned. Dr. Sandip Chatterjee, IQAC Coordinator and NAAC Convener of the Institute has already visited the Mentor Institutes and submitted the initial SWOT analysis report of the mentees to the Director of Technical Education, Govt. of West Bengal on February 3, 2023.

Agenda No. 5: Report on Students' Feedback on teaching-learning process for the odd semester of the Academic Session 2022-23

IQAC has collected feedback on teaching-learning process through an indigenously developed online feedback collection system for the Odd Semester of the AY 2022-23. A broad analysis of students' feedback was presented. A confidential detailed report to be submitted to the Principal for further necessary action. The detailed report along with the Action Taken Report will be placed before IQAC and will be made available at the website of the Institute in due course.



Agenda No. 6: Report on Workshops, Seminars, Conferences etc. organized by various departments of the Institute in association with IQAC since the last IQAC meeting held on September 13, 2022

A total of 17 FDPs, workshops, seminars were organized by various departments since the last IQAC meeting and the details of those were discussed.

Agenda No. 7: Report on the 6th Graduation Ceremony of the Institute held on January 7, 2023

A report on the 6th Graduation Ceremony of the Institutes held on January 7, 2023 was presented. A total of 1134 students in various UG and PG program graduated and 604 students were present in the Graduation Ceremony.

Agenda No. 8: Report on participation of faculty and staff members in FDPs, STTPs, Workshops etc. since the last IQAC meeting held on September 13, 2022.

A total of 25 faculty and staff members participated in FDPs, STTPs, Workshops etc since the last IQAC meeting. Achievements of members of faculty and staff since last IQAC meeting were discussed.

Agenda No. 9: Report on R&D activities of the Institute since the last IQAC meeting held on September 13, 2022

Ongoing R&D activities were discussed. It was reported that since the last IQAC meeting, there were 21 publications in journals indexed by SCOPUS/Web of Science, 1 publication in conference proceedings indexed by SCOPUS, 4 Books/Book Chapters were published, 2 patents were published and there is 2 ongoing research projects and 1 ongoing consultancy project.

Agenda No. 10: Constitution of external Peer Team comprising of academicians of repute, as per the guidelines of UGC

Members were requested to nominate names of academicians of repute for constituting external Peer Team as per the guidelines of UGC.

Agenda No. 11: Report on the participation of IQAC in the institutional activities related to NIRF, NBA, AISHE etc

IQAC actively participated in data acquisition and documentation related to NIRF, NBA and AISHE etc. of the institute and various departments. All the necessary documents have been submitted through the relevant portals.

Agenda No. 12: Report on the revised guidelines of the Institute for B.Tech. (Hons.) degree

The draft revised guidelines of the Institute for B.Tech.(Hons.) degree, prepared by IQAC in consultation with all the HoDs and other senior faculty members of various departments, was placed before the Academic Council of the Institute in its 36th meeting held on February 8, 2023. The Controller of Examinations, MAKAUT, who is a member of the Academic Council,


suggested some relaxations in the eligibility criteria and also more flexibility through increasing MOOCs courses in the proposed draft. After due deliberations, it was decided in the meeting that the draft to be sent back to IQAC for further discussions and revisions taking into account the valuable suggestions given by the Controller of Examinations, MAKAUT. Accordingly, IQAC conducted a meeting on February 9, 2023 with all the HoDs and other senior faculty members of various departments and after much deliberation the draft has further been revised which was placed before the members for approval. After due deliberations, the draft was approved by IQAC.

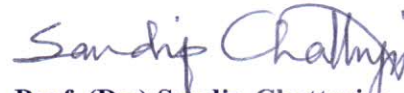
Agenda No. 13: Miscellaneous

- (i) A proposal for financial assistance from NAAC for organizing a two-day workshop on “Quality assessment, enhancement and sustenance initiatives in higher education as a necessary ingredient to regional and national development to adopt high-quality standards in education and research” was placed. It was approved by the Chairman.
- (ii) Mr. Abhishek Rungta suggested that students should be rewarded for creative activities and he also proposed that he will be extending help in conducting Hackathons for students.
- (iii) Mr. Rohit Kathotia suggested on including alumni achievements in the reports and he proposed that he will assist in collecting those.
- (iv) The Controller of Examinations reported that the results of Odd Semester Examinations 2022-23 of B.Tech. (3rd, 5th, 7th semester), M.Tech. (1st and 3rd semester) and MCA (3rd semester) have been published on February 8, 2023.
- (v) It was proposed that evaluation of all theory papers will comprise of 60% external component and 40% from continuous assessment in place of the existing system of 70% external component and 30% internal assessment. It was decided to place this matter in the next Academic Council meeting.
- (vi) Heads of the departments were requested to review the existing curriculum and syllabus and if required, commence the process for designing revised curriculum and syllabus.
- (vii) The Controller of Examinations reported that the present system of DGPA will be converted to CGPA and it will be operational from 2023-2024 academic session.
- (viii) Various technical and cultural activities of the students that took place after the last IQAC meeting were discussed.
- (ix) Faculty and staff profile up gradation: Dr. Saptaparna Roy, Assistant Professor, Dept. of Humanities has been awarded PhD from the University of Calcutta in January 2023.
- (x) A review of the available resources of the Institute was done and members were requested to suggest measures for the effective utilization of the same.

- (xi) Members were requested to give their suggestions in preparing Vision and Mission of the IQAC.
- (xii) Members were requested to review the strategic plan of the institute and put forward their suggestions.

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.) Sandip Chatterjee
Coordinator
IQAC