

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

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

**MINUTES OF THE TWENTY-EIGHTH MEETING OF THE IQAC HELD ON  
WEDNESDAY, 17<sup>th</sup> MAY, 2023 AT 3:00 PM**

**Members Present:**

1. Prof. (Dr.) Basab Chaudhuri, Principal	Chairman
2. Mr. P. K. Agarwal, CEO, Kalyan Bharti Trust	Permanent Invitee
3. Dr. Sujit Kumar Barua, Registrar	Member
4. Mr. Manoj Saraogi, CFO	Member
5. Prof. (Dr.) Subhashis Majumder, Dean (UG) & HoD, CSE	Member
6. Prof. (Dr.) Nandan Kumar Jana, Associate Professor, BT & Member Secretary, Academic Council	Member
7. Prof. (Dr.) Prabir Banerjee, HoD, ECE	Member
8. Prof. (Dr.) Pinaki Bhattacharya, Director, R&D	Member
9. Prof. (Dr.) Sukanta Sarkar, HoD, ME	Member
10. Prof. (Dr.) Dinabandhu Bhandari, Professor, CSE	Member
11. Prof.(Dr.) Samik Chakraborty, Asst. Professor & DC, AEIE	Member
12. Prof. Joydev Hazra, Asst. Professor & DC, CSBS	Member
13. Prof. Anirban Kundu, Asst. Professor, MCA	Member
14. Prof. Rudraprasad Roychowdhury, Asst. Professor, CE	Member
15. Prof. (Dr.) N P Nayak, Controller of Examinations and HoD, Physics	Jt. Coordinator
16. Prof. (Dr.) Sandip Chatterjee, Joint Registrar (Academic), Associate Dean (Students Affair) & HoD, Mathematics	Coordinator

**Leave of Absence Granted:**

1. Mr. Abhishek Rungta, Founder and CEO, Indus Net Technologies	Member
2. Mr. Anurag Agarwal, Director, PMI Electromobility Solutions Pvt. Ltd.	Member
3. Mr. Sachin More, Founder and Director Moresco Software Services	Member
4. Mr. Hirak Ghosh, GM (HR), Paharpur Cooling Towers Ltd.	Member
5. Mr. P Naha, GM (HR), Keventer Agro Ltd.	Member
6. Mr. Arvind Srivastava, Joint Registrar	Member
7. Mr. Santosh Kumar Ray, DGM	Member
8. Mr. Kaushik Bhattacharya, Head-Training and Placement	Member
9. Ms. Rishika Ghosh, Student of CSE (2019-2023)	Member
10. Mr. Rohit Kathotia, Alumni (IT-2005 Graduate), Director, Punam Projects Pvt. Ltd. and Om Motor Finance Pvt. Ltd	Member

## **Welcome by the Chairman**

The Chairman welcomed all the members to the twenty-eighth meeting of the IQAC. The Chairman requested the Coordinator to present the agenda items.

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

The minutes of the twenty-seventh meeting of the IQAC held on 17-February-2023 were read out and confirmed.

### ***Agenda No. 2: Review of the ongoing academic activities***

It was reported that an MoU has been signed with IIT, Guwahati on 6<sup>th</sup> April, 2023. A discussion took place on the need of MoU for the individual departments with premier institutes like IITs and NITs and how the departments should proceed to fructify the said MoUs. The Chairman requested the Coordinator to get in touch with the HoDs of the individual departments as a means to initiate the process.

The CoE reported that the Academic Council has approved the examination related matters.

### ***Agenda No. 3: Review of Vision, Mission, PEOs and PSOs***

The Chairman suggested that the HoDs should communicate with the various stakeholders regarding the revision of the Vision, Mission, PEOs and PSOs.

### ***Agenda No. 4: Discussion on various parameters of Outcome Based Education (OBE)***

The Chairman suggested that the HoDs should get in touch with the various stakeholders to discuss on the various parameters of OBE. Workshops may be arranged in future if the need arises.

### ***Agenda No. 5: Discussion on organizing training programmes for faculty and staff members on OBE practices, professional development and undertaking consultancy***

It was decided that the departments will take initiatives regarding the nature of the training programmes required. IQAC will notify to commence the process. The criteria for selection of a particular training program should initiate from the gap-analysis and training-need analysis done on a departmental level. Regarding the awareness of the students on OBE practices, it was decided that induction program for the students will be done by the respective departments. The chairman requested the Registrar to include the salient points of OBE in student handbook also.

The coordinator suggested that hands on training program on MS-Office for the staff can be conducted.

### ***Agenda No. 6: Review of Target Attainment Level of various courses***

A review of the target attainment level of the various courses was done.

### ***Agenda No. 7: Discussion on measures to strengthen the alumni connection***

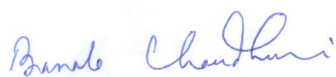
It was decided that apart from the Training and Placement Cell, individual departments will have to keep records of the alumni. The Chairman requested the Coordinator to communicate with the departmental HoDs regarding the matter on behalf of the IQAC.

***Agenda No. 13: Miscellaneous***

- (i) It was reported that the proposal for financial assistance from NAAC for conducting a two-day workshop, as discussed in the 27<sup>th</sup> IQAC meeting, has been sent to the Director, NAAC.
- (ii) Review of recruitment activities: The institute have recruited 2 (two) members of faculty since the last IQAC meeting. Dr. Raja Karmakar joined the department of CSE on 28<sup>th</sup> February and Mr. Sarbajit Majumder joined the department of CSBS on 10<sup>th</sup> May.
- (iii) It was observed by some members that the running of the departments through same HoD and DC over a long period need to be reviewed.

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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**