INTERNAL QUALITY ASSURANCE CELL (IQAC)

HERITAGE INSTITUTE OF TECHNOLOGY (HIT), KOLKATA-700107

MINUTES OF THE TWENTY-NINTH MEETING OF THE IQAC HELD ON
MONDAY, 26th June, 2023 AT 11:00 AM (Online)

Members Present:

1.	Prof. (Dr.) Basab Chaudhuri, Principal	Chairman
2.	Mr. P. K. Agarwal, CEO, Kalyan Bharti Trust	Permanent Invitee
3.	Mr. Abhishek Rungta, Founder and CEO, Indus Net Technologies	Member
4.	Dr. Sujit Kumar Barua, Registrar	Member
5.	Mr. Arvind Srivastava, Joint Registrar	Member
6.	Mr. Manoj Saraogi, CFO	Member
7.	Mr. Santosh Kumar Ray, GM	Member
8.	Prof. (Dr.) Subhashis Majumder, Dean (UG) & HoD, CSE	Member
9.	Prof. (Dr.) Nandan Kumar Jana, Associate Professor, BT & Member Secretary, Academic Council	Member
10.	Prof. (Dr.) Prabir Banerjee, HoD, ECE	Member
11.	Prof. (Dr.) Pinaki Bhattacharya, Director, R&D	Member
12.	Prof. (Dr.) Sukanta Sarkar, HoD, ME	Member
13.	Prof. (Dr.) Dinabandhu Bhandari, Professor, CSE	Member
14.	Prof. (Dr.) Samik Chakraborty, Asst. Professor & DC, AEIE	Member
15.	Prof. Joydev Hazra, Asst. Professor & DC, CSBS	Member
16.	Prof. Anirban Kundu, Asst. Professor, MCA	Member
17.	Prof. Rudraprasad Roychowdhury, Asst. Professor, CE	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
7.	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-ninth 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-eighth meeting of the IQAC held on 17 May 2023 were confirmed.

Agenda No. 2: Revision of curriculum

The Coordinator apprised the members that for the 2023-24 entrants and the onward batch of students, curriculum revision has been initiated in view of NEP 2020. The members suggested that the BoS of various departments be requested to strictly follow the criteria for learning hours and the credit-learning hour mapping as suggested in National Credit Framework Levels and Credit Assignment.

Agenda No. 3: Academic Bank of Credit

The Coordinator emphasized the importance of registration of the Institute in the National Academic Depository (NAD) and making it mandatory for all the students to have their Academic Bank of Credit (ABC) Id in view of NEP 2020 for effective monitoring of Credit accumulation and Credit Transfer. After due deliberations, the members requested the Coordinator and the Controller of Examinations to do the needful in this regard.

Agenda No. 4: Academic calendar for the academic session 2023-24

The Coordinator presented the Academic Calendar for the Academic Year 2023-24 prepared by a committee comprising the Dean(UG), Controller of Examinations, and Joint Registrar (Academic) in consultation with all the stakeholders. After due deliberations, the members approved the Academic Calendar.

Agenda No. 4: Up-gradation of infrastructural facilities

The Coordinator of IQAC reported that there is an up-gradation of infrastructural facilities.

- 2 (two) new computer laboratories have been set up with 41 (forty-one) computers in each laboratory.

- The institute purchased a plagiarism detection software and HoDs of all departments will have access to it. The Coordinator proposed that all the final-year project reports mandatorily be checked through the software to ensure that all the reports must have a similarity index below 20%. The plagiarism report should be included in the final project thesis report. The members agreed to the proposal.

Agenda No. 5: Academic Audit

The IQAC Coordinator requested the Chairman for necessary approval to conduct the Academic and Administrative Audit for the Academic Year 2022-23. After due deliberations, the Chairman approved the proposal and requested the Coordinator to initiate necessary steps so that the Audit can be carried out during the month of September 2023.

Agenda No. 6: Miscellaneous

(i)   Mr. Abhishek Rungta suggested preparing a comparative analysis between the existing curriculum and the revised curriculum (in view of NEP 2020) highlighting the key points. He also suggested enhancing the component of experiential learning in the teaching-learning process.

(ii)   The Chairman requested that all the members of the faculty be motivated to publish research articles in SCOPUS indexed journals every year.

There being no other item on the agenda, the meeting ended with a vote of thanks to the Chairman.

31/08/2023

Prof. (Dr.) Basab Chaudhuri
Chairman
IQAC

31/06/23

Prof. (Dr.) Sandip Chatterjee
Coordinator
IQAC