

INTERNAL QUALITY ASSURANCE CELL (IQAC)

HERITAGE INSTITUTE OF TECHNOLOGY (HIT), KOLKATA-700107

**MINUTES OF THE THIRTIETH MEETING OF THE IQAC HELD ON
THURSDAY, 31st AUGUST, 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. Santosh Kumar Ray, GM	Member
5. Mr. Manoj Saraogi, CFO	Member
6. Prof. (Dr.) Subhashis Majumder, Dean (UG) & HoD, CSE	Member
7. Prof. (Dr.) Nandan Kumar Jana, Associate Professor, BT & Member Secretary, Academic Council	Member
8. Prof. (Dr.) Prabir Banerjee, HoD, ECE	Member
9. Prof. (Dr.) Pinaki Bhattacharya, Director, R&D	Member
10. Prof. (Dr.) Sukanta Sarkar, HoD, ME	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.) 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. Kaushik Bhattacharya, Head-Training and Placement	Member
8. Prof. (Dr.) Dinabandhu Bhandari, Professor, CSE	Member
9. Prof. (Dr.) N P Nayak, Controller of Examinations and HoD, Physics	Jt. Coordinator
10. Ms. Rishika Ghosh, Student of CSE (2019-2023)	Member
11. 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 thirtieth meeting of the IQAC. The chairman informed the members that AQAR for 2021-2022 has been accepted by NAAC and 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-ninth meeting of the IQAC held on 26 June 2023 were confirmed.

Agenda No. 2: Review of the ongoing academic activities

The chairman suggested that the question papers of continuous assessments should also include multiple choice questions as per the standard of various national-level competitive examinations like GATE and PGCEs. The members agreed to this proposal and requested the Coordinator to inform the HoDs of various departments accordingly.

Agenda No. 3: Workshop on Quality Assessment, Enhancement, and Sustenance Initiatives in Higher Education

The Chairman and other members put forward names of resource persons for the workshop to be conducted in academic collaboration with NAAC from October 06, 2023, to October 07, 2023. After due deliberation, a tentative panel of speakers was confirmed subject to the availability of the concerned speakers.


Agenda No. 4: Academic and Administrative Audit


After due deliberations, it was decided that the IQAC Coordinator will notify the heads of the departments about the Academic and Administrative Audit for the academic session 2022-23. The departments have to submit the relevant data by 22nd September 2023 in the prescribed format. The dates for the A&A Audit along with the panel of auditors will be finalized and intimated to various departments following due procedure.

Agenda No. 5: Miscellaneous

- (i) The Chairman, through the IQAC members, requested the senior members of the faculty to apply for the role of Assessor with NAAC and NBA.

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