

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

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

**MINUTES OF THE THIRTY-FIRST MEETING OF THE IQAC HELD ON  
WEDNESDAY, 29<sup>th</sup> NOVEMBER, 2023 AT 1:30 PM**

**Members Present:**

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| 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. Mr. Santosh Kumar Ray, GM   | Member            |
| 6. Prof. (Dr.) Subhashis Majumder, Dean (UG) & HoD, CSE  | Member            |
| 7. Prof. (Dr.) Prabir Banerjee, HoD, ECE   | Member            |
| 8. Prof. (Dr.) Pinaki Bhattacharya, Director, R&D  | Member            |
| 9. Prof. (Dr.) Dinabandhu Bhandari, Professor, CSE   | Member            |
| 10. Prof. (Dr.) Samik Chakraborty, Asst. Professor & DC, AEIE  | Member            |
| 11. Prof. Anirban Kundu, Asst. Professor, CA   | Member            |
| 12. Prof. Rudraprasad Roychowdhury, Asst. Professor, CE  | Member            |
| 13. Prof. (Dr.) N P Nayak, Controller of Examinations<br>and HoD, Physics  | Jt. Coordinator   |
| 14. Prof. (Dr.) Sandip Chatterjee, Joint Registrar (Academic),<br>Associate Dean (Students Affairs) & HoD, Mathematics | Coordinator       |

**Special Invitees:**

1. Prof. (Dr.) Madhurima Chattopadhyay, HoD, AEIE
2. Prof. (Dr.) Sulagna Chatterjee, HoD, ChE
3. Prof. (Dr.) Tapas Sadhu, HoD, CE
4. Prof. (Dr.) Sujay Saha, HoD, CSE (AI & ML)
5. Prof. (Dr.) Subhajit Datta, HoD, CSE (DS)
6. Prof. (Dr.) Raja Karmakar, DC, CSE (IoTCS)
7. Prof. (Dr.) Saibal Dutta, HoD, EE
8. Prof. (Dr.) Siuli Roy, HoD, IT
9. Prof. (Dr.) Souvik Basu, HoD, CA
10. Prof. (Dr.) Jayati Datta, HoD, Chemistry
11. Lt. Col. Amitava Ghosh Dastidar, Campus Administrator

**Leave of Absence Granted:**

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| 1. Mr. Abhishek Rungta, Founder and CEO,<br>Indus Net Technologies          | Member |
| 2. Mr. Anurag Agarwal, Director,<br>PMI Electromobility Solutions Pvt. Ltd. | Member |
| 3. Mr. Sachin More, Founder and Director<br>Moresco Software Services       | Member |

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| 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.) Nandan Kumar Jana, Associate Professor, BT &<br>Member Secretary, Academic Council                      | Member |
| 9. Prof. (Dr.) Sukanta Sarkar, HoD, ME   | Member |
| 10. Prof. Joydev Hazra, Asst. Professor & DC, CSBS   | Member |
| 11. Mr. Rohit Kathotia, Alumni (IT-2005 Graduate), Director,<br>Punam Projects Pvt. Ltd. and Om Motor Finance Pvt. Ltd | Member |

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### **Welcome by the Chairman**

The Chairman welcomed all the members to the thirty-first meeting of the IQAC 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 thirtieth meeting of the IQAC held on August 31, 2023, were confirmed.

### ***Agenda No. 2: Review of the academic activities since the 30th meeting held on August 31, 2023***

The following activities were reported:

- Dr. Moumita Patra, Assistant Professor in the Department of Computer Science & Engineering at IIT Guwahati delivered a seminar on “Envisioning the Future with Connected Vehicles”. This activity has been undertaken as a part of the MoU between the Institute and IIT Guwahati.
- Professor Subhashis Majumder delivered a seminar on “Discrete Geometry” at Shiv Nadar University.
- An intra-college 24-hour hackathon, HackHeritage 2023, was organized from 22nd September to 23rd September 2023, at the Institute campus.
- Professor Prabir Banerjee reported on various innovation activities that took place in the ECE department.

The Controller of Examinations reported that separate supplementary examinations were conducted for students of all the years and 85% of the students having backlogs, cleared their backlogs in the separate supplementary examinations.

The Controller of Examinations apprised the members that from the current semester, the internal evaluation will carry a weightage of 40% for the theory subject papers, as approved by the Academic Council of the Institute.

***Agenda No. 3: Preparedness of AQAR for AY 2022-23***

The Coordinator presented the data received from the various departments for preparation of AQAR 2022-2023. A comparative analysis of the data received for the quantitative metrics for AY 2020-21, 2021-22, and 2022-23 was also shown to the members.

The Chairman suggested Coordinator, IQAC to send reminder mail to the HoDs requesting them to submit any additional data available by 10<sup>th</sup> December, 2023.

***Agenda No. 4: Academic and Administrative Audit for AY 2022-23***

It has been decided that the Academic and Administrative Audit will take place after complete submission of data for AQAR by all the departments of the Institute.

***Agenda No. 5: Green Audit of the Institute***

It was decided that IQAC and the concerned authorities will initiate necessary actions to renew the Green, Energy, and Environment Audit of the Institution, as per the guidelines of NAAC.

***Agenda No. 6: Students' Feedback collection on the teaching-learning process for the Odd Semester of AY 2023-24***

The coordinator informed the members that student feedback was collected from 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> year students and a total of 12500 feedback responses have been recorded so far.

***Agenda No. 7: Activities related to NIRF 2024***


The Coordinator apprised the members that the Institute will participate in NIRF 2024 in three categories, namely, Engineering, Overall, and Innovation. He explained the criteria in detail and discussions took place about the steps to be taken for quality improvement taking into account the parameters as suggested by NIRF and concerned guidelines for the evaluation.


***Agenda No. 8: Miscellaneous***

- (i) The Chairman requested the HoDs to motivate the final year students to enroll in the Soft Skill classes to be conducted by HLS India.
- (ii) The Coordinator requested the HoDs to ensure that all the final-year project reports be mandatorily checked through the plagiarism detection software to meet the requirement that all the reports have a similarity index below 20%.

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

  
**Professor Basab Chaudhuri**  
**Chairman**  
**IQAC**

  
**Prof. (Dr.) Sandip Chatterjee**  
**Coordinator**  
**IQAC**