

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

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

**MINUTES OF THE THIRTY-SECOND MEETING OF THE IQAC HELD ON  
FRIDAY, 19<sup>th</sup> JANUARY, 2024 AT 2:30 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. Arvind Srivastava, Joint Registrar	Member
5. Mr. Manoj Saraogi, CFO	Member
6. Mr. Santosh Kumar Ray, GM	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.) Samik Chakraborty, Asst. Professor & DC, AEIE	Member
13. Prof. Joydev Hazra, Asst. Professor & DC, CSBS	Member
14. Prof. Anirban Kundu, Asst. Professor, CA	Member
15. Prof. Rudraprasad Roychowdhury, Asst. Professor, CE	Member
16. Prof. (Dr.) N P Nayak, Controller of Examinations and HoD, Physics	Jt. Coordinator
17. Prof. (Dr.) Sandip Chatterjee, Joint Registrar (Academic), Associate Dean (Students Affairs) & HoD, Mathematics	Coordinator

**Special Invitees:**

1. Prof. (Dr.) Tapas Sadhu, HoD, CE
2. Prof. (Dr.) Sujay Saha, HoD, CSE (AI & ML)
3. Prof. (Dr.) Subhajit Datta, HoD, CSE (DS)
4. Prof. (Dr.) Saibal Dutta, HoD, EE
5. Prof. (Dr.) Siuli Roy, HoD, IT
6. Prof. (Dr.) Suparna Chakraborty, HoD, Humanities
7. Prof. (Dr.) Subha Sankar Choudhury, DC, CE
8. Prof. (Dr.) Sabyasachee Banerjee, Jt. DC, CSE
9. Prof. (Dr.) Raja Karmakar, DC, CSE (IoTCS)
10. Prof. Sanjay Chandra Das, DC, EE
11. Prof. (Dr.) Soumyo Chatterjee, DC, ECE
12. Prof. DeepMalya Mukhopadhyay, DC, IT
13. Prof. (Dr.) Arindam Mandal, DC, ME
14. Prof. Sandipan Ganguly, DC, CA
15. Prof. (Dr.) Anandalok Audhya, DC, Chemistry

16. Prof. (Dr.) Abhijit Mandal, Chemistry
17. Prof. (Dr.) Dipankar Chakraborty, DC, Mathematics
18. Prof. (Dr.) Sudepto Sen, DC, Physics
19. Prof. (Dr.) Atanu Kundu, Dy. Controller of Examinations

**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 |
| 4. Mr. Hirak Ghosh, GM (HR), Paharpur Cooling Towers Ltd.   | Member |
| 5. Mr. P Naha, GM (HR), Keventer Agro Ltd.  | Member |
| 6. Mr. Kaushik Bhattacharya, Head-Training and Placement  | Member |
| 7. Prof. (Dr.) Dinabandhu Bhandari, Professor, CSE  | Member |
| 8. Ms. Rishika Ghosh, Student of CSE (2019-2023)  | Member |
| 9. 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-second meeting of the IQAC and reminded them about the need for timely submission of AQAR for 2022-2023. The Chairman then requested the Coordinator to present the agenda items.

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

The minutes of the thirty-first meeting of the IQAC held on November 29, 2023, were confirmed.

***Agenda No. 2: Discussion on NAAC Benchmark values for Autonomous Colleges***

The coordinator apprised the members of the NAAC benchmark values for the different key indicators of Autonomous colleges and some observations on the benchmarks were clarified too.

***Agenda No. 3: Discussion on AICTE Approval Process Handbook 2024-27***

The Coordinator discussed the salient features of the newly published AICTE Approval Process Handbook 2024-2027. The objective behind introduction of Professors of Practice by UGC was highlighted by the Coordinator.

***Agenda No. 4: Presentation of Revised Attainment Calculation Sheet for discussion***


The revised Attainment Calculation Sheet was presented by the Coordinator. The same was decided to be mailed to the departmental HoDs and DCs. The target attainment level at present is 60%. The Chairman suggested that departments should brainstorm and give feedback to the IQAC whether to go for upward revision of the target attainment level. Accordingly, a revised institute-wise attainment level may be set in the future.


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

- (i) It was decided that IQAC will place the agenda of a “seed money grant to its teachers for research” to the Finance Committee.
- (ii) The IQAC will take the initiative in reframing the research policy of the institute with the help of relevant associated bodies.
- (iii) For inclusion of a student representative in the IQAC, the Chairman suggested that each degree awarding department should nominate name of a student to the IQAC.
- (iv) Professor Pinaki Bhattacharya reported on the Institution's Innovation Council (IIC) activities undergone to date for the second quarter of 2023-2024.
- (v) Institution's Innovation Council (IIC) Heritage Institute of Technology, Kolkata (HITK) has been adjudged as the best poster presenter in IIC Regional Meet-2024 held at Sister Nivedeta University (SNU), New town on 12th January 2024. Prof.( Dr.) Nandan Kumar Jana, Convener, IIC-HITK, Prof. (Dr.) Riddhi Goswami, faculty member of IIC-HITK, with two student members of IIC-HITK Mr. Arghyadeep Ghosh and Mr. Shubha Ghosh (BTech ECE 3rd year students) represented the IIC-HITK in the said meet.

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

  
31/05/2024  
**Professor Basab Chaudhuri**  
**Chairman**  
**IQAC**

  
31/05/24  
**Prof. (Dr.) Sandip Chatterjee**  
**Coordinator**  
**IQAC**