

INTERNAL QUALITY ASSURANCE CELL (IQAC)HERITAGE INSTITUTE OF TECHNOLOGY (HIT), KOLKATA-700107**MINUTES OF THE THIRTY-THIRD MEETING OF THE IQAC HELD ON
FRIDAY, 31ST MAY, 2024 AT 11:00 AM****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. Mr. Santosh Kumar Ray, GM	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.) Dinabandhu Bhandari, Professor, CSE	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

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. Kaushik Bhattacharya, Head-Training and Placement	Member
7. Mr. Arvind Srivastava, Joint Registrar	Member
8. Ms. Rishika Ghosh, Student of CSE (2019-2023)	Member
9. 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 thirty-third meeting of the IQAC. The minutes of the thirty-second meeting of the IQAC held on January 19, 2024, were confirmed. The Chairman then requested the Coordinator to present the agenda items.

Agenda No. 1: Target Attainment Level of learning outcomes for the Academic Year 2024-25

Following thorough discussion, it was decided that the Controller of Examinations will provide an update after meeting with the Heads of Departments (HoDs) and Departmental Coordinators (DCs).

Agenda No. 2: Selection of Student Representative at IQAC for the Academic Year 2024-25

The Chairman proposed sending a thank you email to Rishika Ghosh, the outgoing student representative, in appreciation of her contributions to the IQAC. The Chairman requested the Coordinator to select a new student representative based on the performance of the students nominated by various departments.

Agenda No. 3: Plan of action toward quality enhancement for the Academic Year 2024-25


The chairman recommended that the departments should discuss plans of action towards quality enhancements in their respective Departmental Academic Committees (DAC) and report the outcome to the IQAC.


Agenda No. 4: Miscellaneous

- (i) NPTEL/SWAYAM: The coordinator informed the members about the mandatory implementation of NPTEL/SWAYAM courses in all elective subjects. The Chairman proposed the introduction of prizes for students who achieve Elite and Gold status in these courses.
- (ii) Report of Drillbit usage: The coordinator reported about the usage of Drillbit Plagiarism Detection Software.
- (iii) Status of Academic Bank of Credit: The Controller of Examinations (CoE) reported that still all students have not registered for Academic Bank of Credits (ABC). The Chairman suggested that respective degree-awarding departments should take initiative to expedite the process of registration with ABC.

- (iv) Readiness for AQAR 2023-2024: The Chairman requested the coordinator to send out a notification asking all relevant departments to prepare and submit the necessary data for the Academic Year 2023-24.
- (v) Decision for mid-term exam: The CoE apprised the members that in addition to the current practice of conducting surprise tests, there will also be a mid-term examination contributing to the internal marks for theory papers.
- (vi) Student feedback: The coordinator intimated the members that feedback has been collected from about 21,500 students till date.

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


Professor Basab Chaudhuri ^{04/09/2024}
Chairman
IQAC


Prof. (Dr.) Sandip Chatterjee
Coordinator
IQAC