

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

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

**MINUTES OF THE THIRTY-FOURTH MEETING OF THE IQAC HELD ON  
WEDNESDAY, 4<sup>th</sup> SEPTEMBER, 2024 AT 11:00 AM**

**Members Present:**

1. Professor Basab Chaudhuri, Principal	Chairman
2. Mr. P. K. Agarwal, CEO, Kalyan Bharti Trust	Permanent Invitee
3. Mr. Souvik Das, Regional Head, Academic Alliances Group – India (East), TCS	Member
4. Professor Sujit Kumar Barua, Registrar and HoD, CSBS	Member
5. Mr. Manoj Saraogi, CFO	Member
6. Mr. Santosh Kumar Ray, GM	Member
7. Professor Pinaki Bhattacharya, Director, R&D	Member
8. Professor N P Nayak, Controller of Examinations and HoD, Physics	Jt. Coordinator
9. Professor Prabir Banerjee, HoD, ECE	Member
10. Professor Sukanta Sarkar, HoD, ME	Member
11. Dr. Nandan Kumar Jana, Associate Professor, BT & Member Secretary, Academic Council	Member
12. Mr. Arvind Srivastava, Joint Registrar	Member
13. Dr. Atanu Kundu, Dy. Controller of Examinations & Associate Professor, ECE	Member
14. Dr. Samik Chakraborty, Asst. Professor & DC, AEIE	Member
15. Prof. Joydev Hazra, Asst. Professor & DC, CSBS	Member
16. Prof. Anirban Kundu, Asst. Professor, CA	Member
17. Prof. Rudraprasad Roychowdhury, Asst. Professor, CE	Member
18. Mr. Swastik Banerjee, Student of CSBS (Batch: 2022-26)	Member
19. Dr. Sandip Chatterjee, Joint Registrar (Academic), Associate Dean (Students Affairs) & HoD, Mathematics	Coordinator

**Leave of Absence Granted:**

1. Mr. Biswanath Chattopadhyay, CEO, IVL Dhunseri Petrochem Industries Pvt. Ltd.	Member
2. Mr. Abhishek Rungta, Founder and CEO, Indus Net Technologies	Member
3. Mr. Anurag Agarwal, Director, PMI Electromobility Solutions Pvt. Ltd.	Member
4. Mr. Sachin More, Founder and Director Moresco Software Services	Member
5. Mr. Sajid Hussain, Global Delivery Head, Supply Chain Practice, Cognizant	Member
6. Mr. Kaushik Chakraborty, Global Delivery Head,	Member

Digital Engineering, LTIMindtree	
7. Professor Subhashis Majumder, Dean (UG) & HoD, CSE	Member
8. Professor Dinabandhu Bhandari, Professor, CSE	Member
9. Mr. Kaushik Bhattacharya, Head-Training and Placement	Member
10. Ms. Malabika Kole, Alumni Member, Dept. of Civil Engg. (Batch: 2016-20), Zonal Business Development Manager, UltraTech Cement Ltd.	Member

### **Welcome by the Chairman**

The Chairman welcomed all the members to the thirty-fourth meeting of the IQAC. The minutes of the thirty-third meeting of the IQAC held on May 31, 2024, were confirmed. The Chairman then requested the Coordinator to present the agenda items.

### ***Agenda No. 1: Formation of the External Peer Team for the Academic Session 2024-25***

The Coordinator apprised the members about the importance of Academic and Administrative audit. The Coordinator reported that for the academic year 2022-23 departmental audit was done by most of the departments and IQAC also received the departmental audit report from some of the departments. The Chairman requested the HoDs (Head of the Department) to nominate two persons not below the rank of professor for the formation of External Peer Team for Academic and Administrative audit for 2023-24.

### ***Agenda No. 2: Review of the ongoing academic activities of the Institute***

The Coordinator informed the members that the internal Hackathon, HackHeritage 2024 will take place on the 6<sup>th</sup> and 7<sup>th</sup> of September and 183 teams had registered so far. There is a plan to select 100 teams for the final round of HackHeritage 2024.

The Coordinator also reported about the upcoming IEEE-IC: Standards Workshop and Hackathon to be organized by the IEEE India Council Industry Academia Young Professionals Committee (IAYPC) for 2024 in collaboration with India Internet Foundation. Heritage Institute of Technology has been chosen as the Nodal Centre in Eastern India. As a part of this initiative, a one day Workshop will be held at the institute premises on 24th September 2024.

The Coordinator apprised the members that Ministry of Railways (MoR) has signed a MoU (Memorandum of Understanding) with AICTE (All Indian Council for Technical Education) and from Heritage Institute of Technology, the departments of ECE (Electronics and



Communication Engg), EE (Electrical Engg.) and AEIE (Applied Electronics and Instrumentation Engg.) will take part in it.

An alumni of the institute, Mr. Saptarshi Mitra of BMC Electroplast has extended his interest in receiving consultancy from the institute for “Developing of Sensors and NFC for Electrical Power Systems”. He has already met with the faculty members of the departments of ECE and EE.

The Coordinator also informed that HIT has signed an MoU with the Heartfulness Institute to impart value education to the students based on humanitarian principles that will lead to the creation of caring minds that can shape up a just and humane society.

The Controller of Examinations (CoE) apprised the members that as a reform measure in examination system the question paper for semester examinations will be set wholly by the external experts. To give continuous evaluation more impetus, there is a target for implementation of 50-50 weightage to continual assessment and end semester examination. The Coordinator reminded the members that from the next academic session Choice Based Credit System has to be implemented, a requirement by University Grants Commission (UGC).

***Agenda No. 3: Plan of Action for the Academic Session 2024-25***

The following schedules for first year students were proposed by IQAC: Teaching ends on 20<sup>th</sup> December, examinations to be held from 6<sup>th</sup> January to 15<sup>th</sup> January, and Mid Semester Examination during the first week of December.


***Agenda No. 4: Miscellaneous***

The proposal for closure of the bank account of Student Council, which has been inactive for a long duration, was placed before IQAC by the Coordinator. The proposal was unanimously passed by the members of IQAC and it was resolved that upon closure, the amount lying in that account to be transferred to the bank account of the Institute.

---

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**