

INTERNAL QUALITY ASSURANCE CELL (IQAC)

HERITAGE INSTITUTE OF TECHNOLOGY (HIT), KOLKATA-700107

**MINUTES OF THE THIRTY-FIFTH MEETING OF THE IQAC HELD ON
THURSDAY, 20th FEBRUARY, 2025 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. Biswanath Chattopadhyay, CEO, IVL Dhunseri Petrochem Industries Pvt. Ltd.	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 Subhashis Majumder, Dean (UG) & HoD, CSE	Member
10. Professor Prabir Banerjee, HoD, ECE	Member
11. Professor Sukanta Sarkar, HoD, ME	Member
12. Professor Dinabandhu Bhandari, Professor, CSE	Member
13. Dr. Nandan Kumar Jana, Associate Professor, BT & Member Secretary, Academic Council	Member
14. Mr. Arvind Srivastava, Joint Registrar	Member
15. Dr. Atanu Kundu, Dy. Controller of Examinations & Associate Professor, ECE	Member
16. Dr. Samik Chakraborty, Asst. Professor & DC, AEIE	Member
17. Prof. Joydev Hazra, Asst. Professor & DC, CSBS	Member
18. Prof. Anirban Kundu, Asst. Professor, CA	Member
19. Prof. Rudraprasad Roychowdhury, Asst. Professor, CE	Member
20. Dr. Sandip Chatterjee, Joint Registrar (Academic), Associate Dean (Students Affairs) & HoD, Mathematics	Coordinator

Special Invitees:

1. Lt. Col. Amitava Ghosh Dastidar, Campus Administrator
2. Dr. Soumik Das, Asst. Professor, AEIE &
Convenor, Routine Committee(Even Semester 2025)

Leave of Absence Granted:

1. Mr. Souvik Das, Regional Head, Academic Alliances Group – India (East), TCS	Member
2. Mr. Abhishek Rungta, Founder and CEO, Indus Net Technologies	Member
3. Mr. Anurag Agarwal, Director,	Member

PMI Electromobility Solutions Pvt. Ltd.	
4. Mr. Sachin More, Founder and Director	Member
Moresco Software Services	
5. Mr. Sajid Hussain, Global Delivery Head,	Member
Supply Chain Practice, Cognizant	
6. Mr. Kaushik Chakraborty, Global Delivery Head,	Member
Digital Engineering, LTIMindtree	
7. Mr. Kaushik Bhattacharya, Head-Training and Placement	Member
8. Mr. Swastik Banerjee, Student of CSBS (Batch: 2022-26)	Member
9. Ms. Malabika Kole, Alumni Member,	Member
Dept. of Civil Engg. (Batch: 2016-20),	
Zonal Business Development Manager, UltraTech Cement Ltd.	

Welcome by the Chairman

The Chairman welcomed all the members to the thirty-fourth meeting of the IQAC. The minutes of the thirty-fourth meeting of the IQAC held on September 4, 2024, were confirmed. The Chairman then requested the Coordinator to present the agenda items.

Agenda No. 1: Mission and Vision of the institute

After due deliberation it was decided that the Coordinator will send email to the HoDs (Head of Departments) and DCs (Departmental Coordinators) requesting feedback in this regard. The departments will deliberate, brainstorm and place before the IQAC their suggestions. IQAC will review the suggestions from the departments, incorporate necessary changes in the existing mission and vision of the institute and send them to the external experts for their feedback. After obtaining all the necessary feedbacks from all the stakeholders, IQAC will place a consolidated report to the competent authority.

Agenda No. 2: Revision in the curriculum as per revised guidelines

The Coordinator apprised the members about the University Grants Commissions (UGC) guidelines for the Introduction of Skill-Based Courses and Micro-Credentials in Higher Education Institutions (HEIs), a pivotal step in realizing the vision of the National Education Policy (NEP) 2020. The Dean(UG) reported that there is a plan in progress for introduction of separate bucket for courses from MOOCs platform. Also to enable students to take up internships for a substantial duration apart from their summer internships, there is a plan to revise the curriculum for B.Tech 8th semester. The Departments are advised to form a

committee to decide on the types of companies and number of companies for the internship of 8th semester B.Tech. students.

Agenda No. 3: Feedback mechanism

The Routine Committee Convenor reported that the tagging of students is completed for student feedback collection. From this even semester, there is a plan to take students' feedback twice a semester. Feedback from alumni will be taken for the attainment of the POs (Programme Outcomes).

Agenda No. 4: Operational mechanism of Innovation and Incubation Centre

Prof. Joydev Hazra, the In-charge of Innovation and Incubation Centre, reported that one product has been submitted for patenting and two are in the queue. The members of IQAC deliberated about the need for funds for the purchase of equipment and patent registration, and it was decided that a resolution regarding funding for the Innovation and Incubation Centre will be placed before the Finance committee.

Agenda No. 5: Consultancy activities

The Coordinator apprised the members that the Department of ECE is on-board for the consultancy with BMC Electroplast Pvt. Ltd. Prof. Rudra Prasad Roychowchury of the Department of Civil Engineering reported to the members about the ongoing activities of the consultancy project with Tata Steel. The coordinator also emphasized on the training of faculty members to undertake consultancy.

Agenda No. 6: Green and Energy audit

The Campus Administrator reported that he had approached Sustainable Academy for the Green and Energy audit and things are in progress.

Agenda No. 7: Waste management

The Campus Administrator reported that solid waste and e-waste management are in place.

Agenda No. 8: Activities for the promotion of gender equality

The Chairman requested the Joint Registrar to undertake the matter and arrange for the necessary steps to be taken.



Agenda No. 9: Extension and Outreach activities

The Joint Registrar reported that the activities of NSS are ongoing and necessary steps are being taken to increase the number of activities and the number of students participating in those activities.

Miscellaneous:

- (i) The HoD of Mechanical Engineering department was requested to arrange for Workshop on various operational aspects of 3D printer, which is in their department, so that students from other departments, faculties and staffs may utilise it for their benefit.
- (ii) The Coordinator reported to the members that a Centre of Excellence has been established at CME B09 with collaboration from Ultratech Cement.
- (iii) The Joint Registrar reported that the French classes for B.Tech. students are being held as per schedule.

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


Professor Basab Chaudhuri
Chairman
IQAC


Dr. Sandip Chatterjee 23/04/25
Coordinator
IQAC