



**7th Meeting of the Internal Quality Assurance Cell (IQAC)
HIT, Kolkata-700107**

Date: 30-Jan-2018

Time: 12:00 PM

Sl. No.	Name	Signature
Chairman		
01	Prof. (Dr.) Pranay Chaudhuri, Principal	
Permanent Invitees		
02	Mr. P K Agarwal, CEO, KBT	
Members		
03	Prof. B R Saha, Advisor (Admin)	
04	Prof. (Dr.) Subhashis Majumder, Dean (UG) and HOD (CSE)	
05	Prof. (Dr.) N P Nayak, Dean (Student Affairs) and HOD (Physics)	
06	Prof. (Dr.) Prabir Banerjee, HOD (ECE)	
07	Prof. (Dr.) Siuli Roy, Director (CAC)	
08	Prof. (Dr.) Pinaki Bhattacharya, Head (Research)	
09	Prof. (Dr.) S K Barua, Registrar	
10	Prof. Kalarab Ray, Associate Professor (CSE), Coordinator	
11	Mr. Arvind Srivastava, Joint Registrar	
12	Mr. Manoj Saraogi, CFO	
13	Mr. Santosh Kumar Ray, DGM	
14	Mr. Sarbajit Das, Alumni (AEIE-2007 Graduate), Founder and CEO, Sun Dew Solutions	
15	Mr. Hirak Ghosh, GM (HR), Paharpur Cooling Towers Ltd.	
16	Mr. P Naha, GM (HR), Keventer Agro Ltd.	
17	Mr. Soham Das, Student (CSE)	

INTERNAL QUALITY ASSURANCE CELL (IQAC)

HERITAGE INSTITUTE OF TECHNOLOGY, KOLKATA-700107

**MINUTES OF THE SEVENTH MEETING OF THE IQAC HELD ON
TUESDAY, 30th JANUARY, 2018 AT 12:00 PM AT CME CONFERENCE ROOM**

Members Present:

1.	Prof. (Dr.) Pranay Chaudhuri, Principal	Chairman
2.	Prof. (Dr.) S K Barua, Registrar	Member
3.	Prof. (Dr.) Subhashis Majumder, Dean (UG) & HOD (CSE)	Member
4.	Prof. (Dr.) N P Nayak, Dean (Student Affairs) & HOD (Physics)	Member
5.	Prof. (Dr.) Prabir Banerjee, HOD (ECE)	Member
6.	Prof. (Dr.) Pinaki Bhattacharya, Head (Research)	Member
7.	Prof. (Dr.) Siuli Roy, Director (CAC)	Member
8.	Prof. Kalarab Ray, Associate Professor (CSE), Coordinator	Member
9.	Mr. Arvind Srivastava, Joint Registrar	Member

Leave of Absence Granted:

1.	Prof. B R Saha, Advisor (Admin)	Member
2.	Mr. Manoj Saraogi, CFO	Member
3.	Mr. Santosh Kumar Ray, DGM	Member
4.	Mr. Soham Das, Student (CSE)	Member
5.	Mr. Sarbajit Das, Alumni (AEIE-2007 Graduate), Founder and CEO, Sun Dew Solutions	Member
6.	Mr. Hirak Ghosh, GM (HR), Paharpur Cooling Towers Ltd.	Member
7.	Mr. P Naha, GM (HR), Keventer Agro Ltd.	Member

After granting leave of absence to members as mentioned above, the meeting started.

Welcome by the Chairman

The Chairman welcomed all the members to the seventh meeting of the IQAC.

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

The minutes of the sixth meeting of the IQAC held on 09-Nov-2017 were confirmed.

Agenda No. 2: Consideration of the Budget Estimate for FY-2018-2019

The Registrar presented the Budget Estimate for FY-2018-2019 for review and approval by the IQAC prior to its presentation in the upcoming Board of Governors (BOG) Meeting scheduled for 10-Feb-2018.

Agenda No. 3: Examination Results Review

Based on the overall status of results processing by the Controller of Examinations (COE) Office, it was decided with the IQAC Coordinator (also the Member Secretary of the Academic Council) that the next AC Meeting, will be scheduled during the first week of February 2018, for review / approval of results of the Odd Semester Examination 2017-2018.

Agenda No. 4: Review of Recruitment Activities for Jan-Jun-2018

Based on the requirements provided by the various departments / sections, the recruitment activities were reviewed and duly approved. It was decided to review the same again during the IQAC meeting tentatively scheduled to be held in Jul-2018.

Agenda No. 5: Miscellaneous

- a) The Registrar mentioned that submission of Extension of Approval (EOA) to the All India Council for Technical Education (AICTE) for all the ongoing academic programmes being conducted by HIT was duly completed.
- b) The Registrar also mentioned that relevant data of HIT is ready for uploading in the portal of All India Survey in Higher Education (AISHE) under the Ministry of Human Resource Development (MHRD).

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



Prof. (Dr.) Pranay Chaudhuri
Chairman
IQAC



Prof. Kalarab Ray
Coordinator
IQAC