

Internal Quality Assurance Cell

Haldia Institute of Technology

The minutes of the 27th meeting of IQAC held on 12. 05. 2022 at 12-15 Noon are appended below.

Agenda 1: Criterion I: Curricular aspects

(a) Finalization of curriculum and syllabuses for M. Tech programs

It was reported by all HODs that the curricula and syllabuses of all UG and PG programs are finalized. Each department will forward the pdf copies of the syllabus to HOD-MCA for uploading in the departmental home page of the institution website.

(b) Modalities of introducing "value added courses" for each department

It was resolved that each department will introduce at least one value added course in the next semester. The modalities of credit transfer of such courses will be resolved in due course.

Mr. Apurba Bhattacharya, the industry representative, pointed out to look into the feasibility of introducing two such courses on (i) Cryogenics and (ii) preventive maintenance for better employability.

(c) Identifications of courses that focuses on employability, entrepreneurship etc.

The departmental representatives will identify the courses which focuses on employability, entrepreneurship etc. and will forward the same to the undersigned by **June 2022**.

(d) Status of courses/programs on life skills such as aptitude, communication, computer languages etc.

T & P cell will take care of such courses

(e) Feedback collection from different stake holders and analysis for the year 2021-22.

Each department will collect feedbacks from different stake holders using the format provided earlier. The same will be analyzed and uploaded in the institution website by **30th June, 2022**.

Agenda 2: Criterion II: Teaching learning and evaluation

(a) Status of framing the Course Outcomes for each courses of new syllabus under autonomy.

Each department will frame the Course Outcomes (COs) of all courses pertaining to the new syllabus under autonomy and forward the pdf copies to HOD-MCA for uploading in the departmental home page of the institution website by **June 2022**.

(b) Conducting Student's satisfaction survey for the year 2021-22.

Each department will conduct this exercise and forward the report to HOD-MCA for uploading in the institution website by **June 2022**.

(c) Status of video lectures prepared by the faculty members and uploading in the website

Number of video lectures of the faculty members of the institute is not adequate so far. More faculty members of each department will develop this and upload the same in the departmental home page of the institution website.

(d) Possibility of mapping the questions with the Cos in the forthcoming end semester questions

The **"Controller of Examination"** will provide necessary instructions to this effect in due course.

Agenda 3: Criterion II: Research, innovations and extension activities

(a) Provision of seed money for the year 2021-22.

It was discussed that more numbers of eligible faculty members should apply for seed money to conduct research work with more vigor.

(b) Number of journal publications in UGC Care listed journals so far for the year 2021-22

(c) Number of conference/seminars/workshops organized during January to April, 2022

(d) Number of Book/Book chapters/Conference paper published during January to April, 2022

(e) Details of consultancy work carried out during January to April, 2022

(f) Status of extension activities carried out during January to April, 2022

For items against Agenda 3 (b) to 3 (f), **"Dean – Research"** will update the status in appropriate format by **June 2022**.

Agenda 4: Criterion V: Student support and progression

(a) Placement status for 2022 pass out batch

T & P cell will update this status suitably.

(b) Success status in competitive examinations such as GATE/GRE/IAS/IPS/IES

Each department will collect the GATE score card and/or similar results of different competitive examinations of the successful students and also keep a track of subsequent admissions for higher studies.

(c) Number of sports and cultural activities organized during January to April, 2022 along with number of awards received

Although a number of programs had already been organized, the student's participation is not healthy so far. **"Dean – Student's Welfare"** will take necessary measures to enhance these activities and increased number of student's participation. Further, attempt will be made to

explore the possibility of increasing the number of “**awards/recognitions**” to be received by the students in different levels of competitions.

(d) Alumni registration, contribution, and activities

The alumni activities needs to be strengthened in all respect.

Agenda 5: Criterion VI: Governance, leadership and management

(a) FDPs/STTPs organized during January to April, 2022

(b) Skill development programmes for non-teaching and administrative staffs during January to April, 2022

For items against Agenda 5 (a) & 5 (d), **Convener – HRD Center** will coordinate the above activities and update the status in appropriate format by **July 2022**.

(c) Academic Audit

Like before, each department will conduct academic audit for their respective department after the publications of the results of the ongoing even semester examination and forward the same to **HOD-MCA** for uploading in the institute website.

(d) Future plans

The Principal and The Registrar will decide it suitably in due course.

Agenda 6: Criterion VII: Institutional values and best practices

(a) Status of fire safety arrangements and solar systems, if any.

The centralized fire safety arrangement is on the verge of completion. The possibility of installation of solar system is under consideration.

(b) Institutional distinctiveness in line with the vision of the institute

It was resolved that “**Dean- SASH**”, “**Dean (CHE, BT, FT)**”, “**Dean – Research**”, and “**Dean – Student’s Welfare**” jointly prepare this write up for the present academic year by **June 2022**, which will be uploaded in the institute website.

(c) Two best practices for the year 2021-22.

It was decided that each department will prepare one “**Best Practice**” for the present academic year and submit it to the undersigned by **20th June, 2022**. These will be evaluated by higher

authority for selecting two such practices, which will be uploaded in the institution website by **June 2022**.

Agenda 7: Preparation of the departments AEIE, ECE, and EE for ensuing renewal visit of NBA.

The tentative visit schedule is between **3rd June and 5th June, 2022**, which is yet to be confirmed. The departments would make an all-out effort to make it successful.

Miscellaneous Agenda: Any other matter with the permission of the chair

The Principal, who is also the Chairman of IQAC, pointed out that each UG program will contemplate on introduction of a course on **"Entrepreneurship and Skill Development"**, preferably in 3rd year and accordingly put it in their respective Board of Study (BOS) for finalization. Once finalized, the same will be put forward to the apex academic body, i.e. **"The Academic Council"** for its approval and implementation.

Finally, the meeting ended with **"Vote of Thanks"** to the Chair.

T. K. Jana

[Signature]
13.05.2022

Dean – School of Engineering & Convener – IQAC

HIT, Haldia

- cc. Principal – Chairman/IQAC
Vice Chairman - Member (Society)
Secretary - Member (Local Society)
Mr. Apurba Kumar Bhattacharya - Member (Industry)
Prof. A. B. Maity – Dean (SASH)
Prof. R. Das – Dean (CHE, BT, FT)
Prof. A. K. Saha – Dean (Research)
Prof. B. Bepari – Dean (Student's Welfare)
All Heads/TICs - Member
The Registrar- Member
The Finance Manager- Member
Mr. Debdatta Ghosh – In-charge (IIPC), Member
Mr. Susmit Maity – In charge – T&P, Member
Prof. P. P. Das – Controller of Examination – Invited member
Dr. Debasis Das - Member (Alumni)
Dr. Anupam De – Convener, HRD Center – Invited member
Ms. Aparajita Jana - Member (Student)