Internal Quality Assurance Cell

Haldia Institute of Technology

The minutes of the **26th meeting** of IQAC held on **19. 01. 2022** at the conference room of the institute.

The following resolutions were adopted in the meeting

Agenda 1:

It was decided unanimously that the departmental PPT for presentation before NAAC Peer Team and all other documents in support of SSR will be ready by **15. 02. 2022**. A detailed checklist is enclosed herewith for your convenience.

Agenda 2:

The repair and installation of equipment in the laboratories will be completed by **31. 01. 2022.** The department will ensure smooth running of all the equipment in the laboratories.

Agenda 3:

The response of Students Satisfaction Survey as of now is **1633**. HODs are intimated to pursue the students through the mentors so that the response increases to a healthy one within a week.
A few departments have collected the students feedback for the session just concluded. The remaining departments would also do the exercise within a week. The HODs would also carry out the analysis after receiving the feedback.

Agenda 4:

It was reported that few departments have already captured sample video lectures using smart board. The other departments will also conduct the same exercise and subsequently forward these to HOD-MCA for uploading in the institute website.

Agenda 5:

Mr. Susmit Maity, In-Charge / T&P opined that extra value added classes for improving computer proficiency for non CS domain students (e.g. AEIE, ME, EE, CE, ChE) and career counseling are required for enhancing the employability in IT sector. A separate meeting will be conducted to chalk out a plan for execution.

Agenda 6:

A number of departments have already planned for different activities to be organized as a part of community services. It was proposed that all departments will take similar initiatives to provide some support to the nearby villages.

Agenda 7:

It was agreed by all HODs that henceforth all Seminars/Webinars will be organized in collaboration with the IQAC.

Agenda 8:

For majority of the departments, curricula and syllabus revisions are completed through the respective BOS. Remaining departments will finalize the same by **31. 01. 2022** and a copy of it should be forwarded to Registrar, COE , IQAC and T & P.
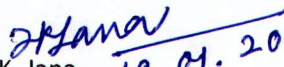
Agenda 9:

The academic process for the next semester will commence on and from **16. 02. 2022.** The academic calendar in this regard will be published soon.

Agenda 10:

The department will ensure that COs will be incorporated vis – a – vis questions in the class tests as well as in end semester examinations. The attainment of the same will also reflect in the answer scripts. The HODs of CE, ME, EE, ECE, and CSE will pursue the faculty members of their departments to register in the **AICTE – ASLAP**, scheduled on and from **05. 02. 2022.**

The meeting ended with vote of thanks to the Principal.

T. K. Jana.   19. 01. 2022.

Dean – School of Engineering & Convener – IQAC, HIT, Haldia

cc. cc. Principal in Charge – Chairman/IQAC
     Vice Chairman - Member (Society)
     Secretary - Member (Local Society)
     Mr. Apurba Kumar Bhattacharya - Member (Industry)
     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)
     Ms. Aparajita Jana - Member (Student)