

## **Internal Quality Assurance Cell**

### **Haldia Institute of Technology**

The minutes of the 28th meeting of IQAC held on 20.07.2022 at 12 Noon are appended below.

#### **Agenda 1: Criterion I: Curricular aspects**

**(a) Guidelines of introducing value added courses for each department**

The value added course would be selected in a manner to do justice to the title. It may be a completely new one or may be augmentation of existing course(s) on some specific domain/topics. A consistent code would be followed, which starts with **VAC** followed by department code followed by numeric value, e.g. **VAC ME 101**. The duration of such courses should be at least 30 hours, which may be any combinations of theory and practice.

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

The department should study the syllabus carefully and identify the appropriate courses which typically focuses on employability, entrepreneurship etc. and accordingly provide data in the given template.

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

In addition to T & P cell, individual department will also take initiatives for execution of such courses

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

The collected feedback from different stake holders will be analyzed meticulously and incorporate the suggestions for improvement, if any. The report would be placed in the next meeting of Academic council for approval.

#### **Agenda 2: Criterion II: Teaching learning and evaluation**

**Guidelines of preparing video lectures by the faculty members and its availability to the public**

The video lectures which are captured using the digital studio would be uploaded in the website and the same would be made available to the public through **YouTube** channel.

#### **Agenda 3: Criterion V: Student support and progression**

**(a) Placement and Success status in competitive examinations**

T & P cell and *admission cell* will update the Placement records and status of successful students in competitive examinations such as GATE/GRE/IAS/IPS/IES/PGET of 2022 pass out batch

**(b) Alumni registration, contribution, and activities**

Alumni registration, contribution, and activities to be enhanced as far as possible.

#### **Agenda 4: Criterion VI: Governance, leadership and management**

**(a) Skill development programmes for non-teaching and administrative staffs under HRD Center**

Records of FDPs/STTPs and Skill development programmes for non-teaching and administrative staffs organized during AY 2021-2022 would be maintained following the appropriate data template for ready uploading in the NAAC portal during submission of AQAR 2021-22.

**(b) Review of the status of Academic Audit**

Academic Audit for various departments to be completed by July, 2022, if not done yet.

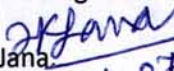
**(c) Strategic plans**

Dean – SOE will prepare the write up in consultation with the Registrar.

#### **Agenda 5: Status of visit for renewal of NBA of three UG programs namely AEIE, ECE, and EE**

The visit took place on 17<sup>th</sup> June, 2022 and it was highly satisfactory. However, the certificates are yet to reach.

The meeting ended with “Vote of Thanks” to the Chair.

T. K. Jana   
21.07.2022.

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)