

**ACADEMIC COUNCIL**  
**HALDIA INSTITUTE OF TECHNOLOGY**  
(An Autonomous Institute)  
**HIT Campus, Haldia**  
**East Midnapore – 721 657**

Minutes of the 1<sup>st</sup> Academic Council Meeting (under Autonomy) of Haldia Institute of Technology held on 27<sup>th</sup> November, 2019 in the Conference Room of the Institute at 2.00PM.

**Members Present:**

Mr Sayantan Seth, VC	Prof. A. K. Saha – Principal
Prof. S. Bhattacharyya, Principal, ICARE-IMSR	Dr. U. K. Sen, Principal, HIDSr
Dr. P. R. Rana Singh, Dean, HLC	Dr. A. Mishra – Registrar
Prof. A. B. Maity – MS, AC & Dean SASH	Prof. T. K. Jana – Dean, SE
Prof. R Das – Dean, SCFB	Prof. B. Bepari – HOD, PE & Dean SW
Prof. G. K. Bose – HOD, ME	Prof. D. K. Dey – HOD, EE
Prof. S. Gupta – HOD, BT	Prof. S. Paul – HOD, IT
Prof. T. K. Manna – HOD, CHE	Prof. S. Joardar – HOD, CSE
Prof. I. Bandyopadhyay - HOD, MBA	Prof. C. K. De – HOD, ECE
Dr. U. Maji – HOD, AEIE	Prof. P. P. Das – Controller of Exam.
Prof. D. K. Jana, HOD, AS	Prof. S. Das, HOD, FT
Prof. A. L Guha – HOD, CE	Mr. S. Bardhan - HOD, IC
Mr. A. Mitra – HOD, MCA	

At the beginning of the meeting, the Chairman of the Academic Council heartily welcomed all the members to the 1<sup>st</sup> meeting of the newly constituted Council and hoped cooperation & valuable guidance from all distinguished members in transacting the business of the Council.

**The Agenda Items were taken up for consideration as follows:**

• **Agenda Item 1: Academic Calendar for the Academic Year 2019-20**

After extensive discussion alongwith consultation of University (MAKAUT) Academic Calendar, the Council adapted Institute's Academic Calendar for Academic Year 2019-20, as listed in Annexure-I.

• **Agenda Item 2: Nomination of two Subject Experts (outside of parent University) in each BOS**

The Council unanimously nominated 2 (two) Subject Experts in each Departmental BOS, as listed in Annexure-II. The complete list of various Departmental BOS (as approved by BOG in its meeting held on 13/11/2019) is enclosed in Annexure-III.

• **Agenda Item 3: Discussion on Curricula & Syllabus for different UG / PG Programs**

The Council discussed extensively on these issues and resolved that respective HODs with the approval from respective Board of Studies (BOSs) would finalize complete Curricula & Syllabus under direct supervision of Principal, by the end of March, 2020 for necessary implementation from next AY 2020-21 onwards.

• **Agenda Item 4: Approval of Provisional Syllabi (of existing MAKAUT) for B.Tech 1<sup>st</sup> Yr (1<sup>st</sup> & 2<sup>nd</sup> Semesters), B.Tech (3<sup>rd</sup> Semester Lateral), 1<sup>st</sup> Yr MBA / MCA / M.Tech programs of Academic Year 2019-20**

During discussion, the Council members were informed that final information of Institute's Autonomous Status from affiliating University (MAKAUT) was received at mid of the ongoing

Odd Semester (Ref. No: MAKAUT/2019/LEGAL Cell-24, dated: 16/10/2019). For academic benefit of newly admitted students (during July/August, 2019) of AY 2019-20, the house unanimously resolved to adopt the existing Syllabi of MAKAUT for this year only.

- **Agenda Item 5: Discussion on modalities of Paper Setter, Examiners, Evaluation process, etc. for End Semester Examination, December 2019 of different UG / PG Programs under Autonomy**

The Council resolved that standard University Examination processes (including invitation of 2 or 3 sets of question papers, external moderators, etc.) should be implemented under direct supervision of Controller of Examination. The Council also approved the resolution of Examination Committee meeting (held on 26/11/2019) regarding the Schedule of **End Semester Examination, December 2019 Under Autonomy**, as follows:

Form Fill up: 27 – 30 November, 2019

Admit Card Distribution: before 4 December, 2019

Practical Examination: 5 - 11 December, 2019

Internal Marks Submission: within 15 December, 2019

Theory Examination: 16 - 30 December, 2019

Answer Script Evaluation: 2 - 15 January, 2020

Publication of Result: 28 - 30 January, 2020

Review Form Fill up: within 7 February, 2020

Review Result: within 10 February, 2020

Backlog Form Fill up: 11 - 15 February, 2020

Backlog Exam: 25 - 28 February, 2020

Result Publication of Backlog: 1<sup>st</sup> week of March, 2020

- **Agenda Item 6: NBA preparation for Departments of IT, CE and FT**

The Council proposed five sets of date for NBA visit of IT, CE and FT programs, as follows:

1<sup>st</sup> Slot : 14/2/2020 to 16/2/2020

2<sup>nd</sup> Slot : 21/2/2020 to 23/2/2020

3<sup>rd</sup> Slot : 28/2/2020 to 01/3/2020

4<sup>th</sup> Slot : 06/3/2020 to 08/3/2020

5<sup>th</sup> Slot : 13/3/2020 to 15/3/2020

Concerned HODs were once again requested to make final preparation for the proposed visit. As the validity of present NBA status of CHE, CSE, ME and BT departments are going to be over by 30/06/2020, the respective HODs were also requested to complete online NBA formalities for continuation of NBA status before end of December, 2019.

- **Agenda Item 7: Campus Placement Activities of 2020 batch of student**

It was informed to the house that till date, nearly 52% of eligible students are successfully placed in jobs. More companies in domains of software alongwith core-engineering branches like – CHE, EE, ME, EIE, BT, FT, etc. are expected to visit in coming days. The Council also feel the need of more departmental involvement through day-to-day monitoring in student



participation for various grooming process (like Mock Test / Aptitude Test / Technical Test, etc.).

• **Agenda Item 8: Any Other Matter with the Permission of the Chair**


On discussion of framing class routine for Even Semester (January-June, 2020) classes, the Council decided that the existing **Central Routine Committee** (with following members) would frame the same:

Dr. Balaram Dey –Professor, ME (Convener)  
Mr. Mrinmoy Sen – Asst. Prof. CSE, Member  
Dr. Shreyashi Santra Mitra – Asst. Prof. CE, Member  
Mr. Anupam De – Asst. Prof. AS, Member  
Mr Surajit Mukherjee – Asst. Prof. ECE, Member

The said committee is requested to submit the final Routine for UG & PG classes of Even Semester (January-June, 2020), before 7<sup>th</sup> January, 2020.

The meeting ended with vote of thanks to the Chair.

  
**Prof. A. K. Saha**  
Chairman

  
**Prof. A. B. Maity**  
Member Secretary

Copy forwarded for information & necessary action to :

The Hon'ble Chairman, HIT  
The Vice Chairman, HIT  
The Secretary, HIT  
The Director, HIT  
The Principle, HIT  
Prof. S. Bhattacharyya, Principal, ICARE-IMSR & DR. B.C. Roy Hospital  
Dr. U. K. Sen, Principal, HIDS  
Dr. P. R. Rana Singh, Dean, HLC  
Dr. Arunabha Mishra, Assoc. Professor, Vidyasagar College  
The Deans, HIT -----  
The Registrar, HIT  
The HODs/TICs (HIT) – AEIE, IC, ME, PE, CHE, AS, EE, CE, ECE, CSE, IT, BT, FT, MCA, MBA  
The In-Charge, Training & Placement, HIT  
The Controller of Examination, HIT  
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