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

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

Members Present:

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

At the beginning of the meeting, the Chairman of the Academic Council heartily welcomed all the members to the 1st 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 alongside 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 1st Yr (1st & 2nd Semesters), B.Tech (3rd Semester Lateral), 1st 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: 1st 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:
  
  1st Slot : 14/2/2020 to 16/2/2020
  2nd Slot : 21/2/2020 to 23/2/2020
  3rd Slot : 28/2/2020 to 01/3/2020
  4th Slot : 06/3/2020 to 08/3/2020
  5th 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. Minnay Sen – Asst. Prof. CSE, Member
- Dr. Shreyashi Santra Mitra – Asst. Prof. CE, Member
- Mr. Anupam Dey – 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 7th 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 Principal, 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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