

Internal Quality Assurance Cell

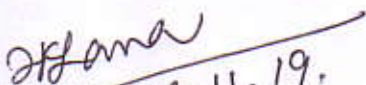
Haldia Institute of Technology

The minutes of the 21st meeting of IQAC (1st after getting Autonomous status) held on 28. 11. 19 at the conference room of the institute.

The following resolutions were adopted in the meeting

1. Each department would form respective Board of Studies (BOS) under autonomy according to UGC guidelines and reform the curriculum and syllabus.
2. The syllabus gap identified earlier in respective SARs ought to be mitigated in the modified syllabus.
3. It is agreed by all concern that Engineering Mechanics and Basic Electronics would be incorporated in the 1st year common curriculum. However, number of lectures, tutorials, credit etc. would be discussed in a separate meeting.
4. Four departments (ME, CHE, CSE, & BT) would apply for renewal of NBA and take appropriate measures for it.
5. Deputy Registrar would visit NAAC website every now and then regarding availability of the portal for on line submission of AQAR for the period 2018-19.

The meeting ended with vote of thanks to the Chair.


T. K. Jana. 28. 11. 19.

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

cc. Director – Chairman/IQAC
Principal - Member
Prof. A. B. Maity. – Dean, SASH
Prof. R. Das. – Dean (CHE, BT, FT)
All Heads/TICs - Member
The Registrar- Member
The Dy. Registrar- Member

Internal Quality Assurance Cell

Haldia Institute of Technology

The minutes of the 22nd meeting of IQAC (2nd after getting Autonomous status) held on 31. 01. 2020 at the conference room of the institute.

The following points were discussed in the meeting

1. Refer to the Agenda 1; 04 programs (B. Tech in ME, CHE, CSE, & BT) for which renewal visit is scheduled on 14. 02. 2020, the departments have already taken appropriate actions to address the deficiencies identified by the respective experts during the last visit. It was reported by the HODs that the programs have been able to maintain continuous improvements in different areas like student's performance, faculty contributions etc.
2. The respective BOS will hold its meeting in March, 2020 to restructure the curriculum and the syllabus under autonomy.
3. The HOD's had reported that the necessary documents pertaining to the ensuing visit are almost ready and would be finalized by 07. 02. 2020.
4. Refer to the Agenda 2; three programs (B. Tech in IT, CE, & FT) for which first visit is scheduled during 21st to 23rd February, 2020, the departments would also complete their preparations well before the scheduled visit date.
5. The undersigned committed to distribute a sample feedback format on facilities. This had already been sent on 31. 01. 2020.
6. The HOD - SASH would collect all the necessary documents from the supporting departments to substantiate his claims in view of 1st year student's performances.
7. It was discussed that faculty members would clearly understand the philosophy of Outcome Based Education, based on which NBA is framed.
8. The Director, who is also the Chairman of IQAC, had emphasized on the clear understanding of different attributes of NBA by all concern.
9. Faculty members would contribute for publication in journals, books, book chapter etc.

The meeting ended with vote of thanks to the Chair.

T. K. Das - Dean: School of Engineering & Convener: IQAC
HIT, Haldia 03.02.2020

cc. Director – Chairman/IQAC
Principal - Member
Prof. A. B. Maity. – Dean, SASH
Prof. R. Das. – Dean (CHE, BT, FT)
All Heads/TICs – Member
Prof. P. P. Das. – Controller of Examination
The Registrar- Member
The Dy. Registrar- Member

Internal Quality Assurance Cell

Haldia Institute of Technology

The minutes of the 23rd meeting of IQAC held on 08. 10. 2020 at the conference room of the institute.

The following resolutions were adopted in the meeting

Agenda 1:

The departments (AEIE, EE, ECE) for which NBA renewal is impending, should progress their preparatory work before 12. 11. 2020.

Agenda 2:

It was resolved that each department would prepare a plan in this regard by 15. 10. 2020 and put forward the same to the Director routed through the undersigned for necessary implementation.

Agenda 3:


It was decided that AQAR for 2018-19 would be submitted by 09. 10. 2020. For the academic year 2019-20, each department would provide a write up (within 500 words) for "two best practices" which they have adopted and send it to the undersigned by 15. 10. 2020 for compilation before submitting to the NAAC as part of AQAR.

Agenda 4:

It has been observed, that number of Webinars organized by various departments so far is not adequate (particularly those related to the CS domain) and therefore due emphasis has to be given by the departments to enhance the numbers. It was resolved that departments as standalone or jointly would organize such events for coverage of multi-disciplinary and emerging subjects/topics. A copy of the leaflet/sanctioned letter of such event should be forwarded to the undersigned for record keeping.

Agenda 5:

It was decided that the institute will approach nearby institutions if HIT, Haldia can be regarded as mentor institute for their NAAC accreditation process.


T. K. Jana. 08. X. 2020.

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

- cc. Director – Chairman/IQAC
Principal - Member
Prof. A. B. Maity – Dean, SASH
Prof. R. Das. – Dean (CHE, BT, FT)
All Heads/TICs - Member
The Registrar- Member
The Finance Manager- Member