

**HOOGLY ENGINEERING & TECHNOLOGY COLLEGE**  
**Internal Quality Assurance Cell (IQAC)**

Minutes of the Meeting held on Saturday, the 4<sup>th</sup> August, 2018 in the Board Room of HETC at 11:00 AM on the following agenda:

1. Welcome Address by the Chairman, IQAC
2. Confirmation of the minutes of the meeting held on 31.03.2018
3. Discussions about Annual Action taken Report for the session 2017-2018
4. Activities related to MOOCs for B. Tech students
5. Professional Activities for the students by all departments
6. Faculty Development for quality enhancement
7. Revision of Internal Assessment
8. Attainment Calculation
9. Planning to start different processes for accreditation
10. Miscellaneous

**Members present:**

- |   |                              |
|---|------------------------------|
| 1. Prof. (Dr.) Sumanta Bhattacharyya, Principal                 | - Chairman                   |
| 2. Dr. Avijit Maity, Member of MC, HETCS                        | - Member from Management     |
| 3. Dr. Pratyay Debnath, HOD, BSH Department                     | - Member from faculty        |
| 4. Dr. Smitadhi Ganguly, DIC, ME Department                     | - Member from faculty        |
| 5. Mrs. Swagata Mallik, DIC, ECE Department                     | - Member from faculty        |
| 6. Mrs. Mousumi Das, DIC, CSE Department                        | - Member from faculty        |
| 7. Mr. Subhojit Mallik, Assistant Professor, ECE Department     | - Member from faculty        |
| 8. Mrs. Writi Mitra, Assistant Professor, ECE Department        | - Member from faculty        |
| 9. Mr. Rajdip Paul, Assistant Professor, CE Department          | - Member from faculty        |
| 10. Mrs. Arpita Das Assistant Professor, CE Department          | - Member from faculty        |
| 11. Mr. Saktibrata Roy, OSD                                     | - Member from Administration |
| 12. Mr. Arunangshu Ganguly                                      | - Member from Students       |
| 13. Mr. Sandip Das  | - Member from Alumni         |
| 14. Mr. Deewakar Gupta, CTO, Gruppent Solutions Pvt Ltd.        | - Member from Industry       |
| 15. Mr. Anupam Baral, CEO, Geetanjali Solar Enterprise, Kolkata | - Member from Industry       |
| 16. Mr. Gautam Banerjee   | - Member from Guardians      |
| 17. Mrs. Arpita Chattopadhyay, DIC, CE Department               | - Coordinator                |

**Members absent:**

None

**Agenda 1: Welcome Address**

Principal of HETC and Chairman, IQAC, HETC - Prof. (Dr.) Sumanta Bhattacharyya, welcomed all the members present and started the proceedings.

**Agenda 2: Confirmation of the minutes of the meeting held on 31.03.2018**

Minutes of the 4<sup>th</sup> meeting held on 31.03.2018 of IQAC was taken for discussion and the same has been confirmed after due deliberation.



### **Agenda 3: Discussions about Annual Action taken Report for the session 2017-2018**

Annual Action Taken Report for the session 2017-2018 was presented in the meeting and the same has subsequently been approved after due deliberation.

### **Agenda 4: Activities related to MOOCs for B. Tech students**

- I. Resolved that all the departments will arrange for at least one training programme (through Spoken Tutorial) as add on course based on present need of the industry in collaboration with IIT-BOMBAY under NMEICT, MHRD, Govt. of India and the same will be continued under the guidance of Mr. Sandeep Bhowmik, Assistant Professor, CSE Department.
- II. Resolved that a Local Chapter of SWAYAM-NPTEL would be formed for encouraging and guiding the newly admitted first year students for obtaining B. Tech with Honours degree after completion of their 4-year curriculum. The MOOCs which will be offered to the students must cover the following skills:
  - i. Computer Programming with Python
  - ii. Soft skill
  - iii. Ethics

Not only the students of first year but also other students of 2<sup>nd</sup> Year to 4<sup>th</sup> Year will also be encouraged to undergo different courses under SWAYAM-NPTEL. Mr. Subhajit Roy, Assistant Professor, ECE Department will be engaged as SPOC of Local Chapter of SWAYAM-NPTEL of this institute and he will look after all the issues in this regard.

### **Agenda 5: Professional Activities for the students by the departments**

Resolved that besides Entrepreneurship Development Programme, other different programmes would be started for grooming the students under jurisdiction of each department. Separate classes would be arranged for aptitude training by our esteemed faculty members as well as professionals from outside vendors. All the departments will work in collaboration with the Training and Placement Cell of the institute. Training classes for GATE will also be arranged for those interested 3<sup>rd</sup> year students who are planning to pursue M. Tech and sit for any PSU or Government examinations.

Apart from these, the arrangement of regular seminars or workshops or short term hands-on trainings for the students by the department will also continue.

### **Agenda 6: Faculty Development for quality enhancement**

Resolved that faculty members will be encouraged to participate and complete AICTE approved Faculty Development Programmes (FDPs) conducted by SWAYAM-NPTEL. To keep updated with the latest technologies used in industries, it was decided that a greater number of faculty and technical staff members would join in different Faculty Development Programmes/Refresher Courses/Workshops/Short Term Training Programmes on regular basis.



### **Agenda 7: Revision of Internal Assessment**

As per the new guideline set by the University, the process to adopt the mechanism for Internal Assessment within 100 Marks has to be started with immediate effect by following the distribution of marks in different sections –

(a) Internal Tests: 50 Marks,

(b) Assignments: 40 Marks

(c) Quiz: 10 Marks

Following the notification given by university, improvement tests may be conducted.

### **Agenda 8: Attainment Calculation**

Resolved that some necessary activities from departmental level, such as extra class, guest lecture, seminar, workshop, ICT based teaching etc. would be arranged by tracking the deterioration (if any) in terms of calculated attainment values for Course Outcomes, Programme Outcomes and Programme Specific Outcomes for the ongoing academic session by comparing last two completed sessions. The same process of attainment calculation would be continued as discussed earlier.

### **Agenda 9: Planning to start different processes for accreditation**

To ensure the quality as the defining element, it has been unanimously resolved that all the activities related to NAAC and NBA accreditation would be started by all departments including Basic Science and Humanities. To continue the process, two teams may be formed.

To prepare the SSR of NAAC, the following faculty members have been assigned to perform as Coordinators of different criteria:

1. Criterion 1: Mr. Subhajit Roy, Assistant Professor, E.C.E. Department
2. Criterion 2: Mrs. Arpita Chattopadhyay, Assistant Professor & DIC of C.E. Department
3. Criterion 3: Dr. Smitadhi Ganguly, Assistant Professor & DIC of M.E. Department
4. Criterion 4: Dr. Aishwarya Mukherjee, Assistant Professor, B.S.H. Department
5. Criterion 5: Mr. Dibyendu Samanta, Assistant Professor, C.S.E. Department
6. Criterion 6: Mr. Jagadish Bhattacharya, Assistant Professor, E.C.E. Department
7. Criterion 7: Dr. Pratyay Debnath, Associate Professor & HOD of B.S.H. Department

To follow up the overall matters, Mr. Subhojit Malik, Assistant Professor, E.C.E. Department and Mr. Milan Kumar Dholey, Assistant Professor, C.S.E. Department will be engaged.

Similarly, Mrs. Writi Mitra, Assistant Professor, E.C.E. Department and Mr. Sumanta Daw, Assistant Professor, C.S.E. Department will be engaged to follow up all related activities of NBA accreditation.

## Agenda 10: Miscellaneous

### (I) Modification in existing Vision and Mission statements of the institute

By considering the latest improvement and trend in engineering and technological field, it was resolved to take feedback from different stake holders to check the necessity for changing the existing Vision and Mission statements of the institute.  
The same process may be done by each department.

### (II) Use of ERP

Resolved that the data related to any field of the institution would be preserved by using ERP. To do this job, Mr. Rupam Some, Assistant Professor, C.S.E. Department would be engaged to take care about this matter.

With no other business in the agenda, the meeting ended on giving thanks to all the members by the Chairman.



*Sumanta Bhattacharyya 04/08/18*

Prof. (Dr.) Sumanta Bhattacharyya  
Chairman, IQAC of HETC

Prof. (Dr.) Sumanta Bhattacharyya  
Principal  
Hooghly Engineering & Technology College



**HOOGLHY ENGINEERING & TECHNOLOGY COLLEGE**  
**Internal Quality Assurance Cell (IQAC)**

Minutes of the Meeting held on Thursday, the 21<sup>st</sup> February, 2019 in the Board Room of HETC at 4:00 PM on the following agenda:

1. Welcome Address by the Chairman, IQAC
2. Confirmation of the minutes of the meeting held on 04.08.2018
3. Action taken based on the minutes of the meeting held on 04.08.2018
4. Miscellaneous

**Members present:**

- |   |                              |
|---|------------------------------|
| 1. Prof. (Dr.) Sumanta Bhattacharyya, Principal                 | - Chairman                   |
| 2. Dr. Avijit Maity, Member of MC, HETCS                        | - Member from Management     |
| 3. Dr. Aishwarya Mukherjee, HOD, BSH Department                 | - Member from faculty        |
| 4. Dr. Smitadhi Ganguly, HOD, ME Department                     | - Member from faculty        |
| 5. Mr. Jagadish Bhattacharya, Coordinator, ECE Department       | - Member from faculty        |
| 6. Mr. Dibyendu Samanta, Coordinator, CSE Department            | - Member from faculty        |
| 7. Mr. Subhojit Malik, Assistant Professor, ECE Department      | - Member from faculty        |
| 8. Mrs. Writi Mitra, Assistant Professor, ECE Department        | - Member from faculty        |
| 9. Mr. Rajdip Paul, Assistant Professor, CE Department          | - Member from faculty        |
| 10. Mrs. Arpita Das Assistant Professor, CE Department          | - Member from faculty        |
| 11. Mr. Saktibrata Roy, Liaison Officer                         | - Member from Administration |
| 12. Mr. Arunangshu Ganguly                                      | - Member from Students       |
| 13. Mr. Sandip Das  | - Member from Alumni         |
| 14. Mr. Deewakar Gupta, CTO, Gruppent Solutions Pvt Ltd.        | - Member from Industry       |
| 15. Mr. Anupam Baral, CEO, Geetanjali Solar Enterprise, Kolkata | - Member from Industry       |
| 16. Mr. Gautam Banerjee   | - Member from Guardians      |
| 17. Mrs. Arpita Chattopadhyay, DIC, CE Department               | - Coordinator                |

**Members absent:**

None

**Agenda 1: Welcome Address**

Principal of HETC and Chairman, IQAC, HETC - Prof. (Dr.) Sumanta Bhattacharyya, welcomed all the members present and started the proceedings.

**Agenda 2: Confirmation of the minutes of the meeting held on 04.08.2018**

Minutes of the 5<sup>th</sup> meeting held on 04.08.2018 of IQAC was taken for discussion and the same has been confirmed after due deliberation.

**Agenda 3: Action taken based on the minutes of the meeting held on 04.08.2018**



All HODs/DICs/Department Coordinators monitored the allocation of spoken tutorial course(s) under the guidance of some faculty coordinators of the department. All HODs/DICs/Department Coordinators submitted the allocated list with target students to Mr. Sandeep Bhowmick, Asst. Professor, CSE Department, Institute Coordinator, Spoken Tutorial Course in the recently completed odd semester. The detailed report about all courses and their outcomes were also prepared by the Institute Coordinator.

All HODs/DICs/Department Coordinators informed that some faculty members of the department were engaged as Mentor of the allocated NPTEL courses, as per requirement by NPTEL and Mr. Subhajit Roy, Asst. Professor, ECE Department, and SPOC of Local Chapter of SWAYAM-NPTEL, HETC monitored all the activities throughout the year. At the end of odd semester, Local Chapter of SWAYAM-NPTEL, HETC ranked 3<sup>rd</sup> in India and 1<sup>st</sup> in West Bengal as the Best New Local Chapter for the session July-October, 2018. A total of 198 students have successfully completed their respective courses in 20 different topics during the session July-October, 2018 and certified through NPTEL.

The detailed report about all courses for the above mentioned session is available with the SPOC of Local Chapter of SWAYAM-NPTEL, HETC.

An Entrepreneurship Awareness Camp was organized by the ED Cell of HETC during 26<sup>th</sup> – 28<sup>th</sup> September, 2018 in association with EDI, Kolkata and NSTEDB, DST, GOI. The detailed report of the awareness programme is available at Entrepreneurship Development Cell.

All HODs/DICs/Department Coordinators confirmed that separate slots for conducting aptitude training and training classes for GATE for 3<sup>rd</sup> year students were allocated in routine where the faculty members had taken classes about selected topics as per requirement.

The faculty members and technical staff members were encouraged by all HODs/DICs/Coordinators to attend Faculty Development Programme/Refresher Courses/Workshops/Short Term Training Programmes by adjusting their schedule work. The staff members were informed to attend such programme not only in offline mode but also in online mode using NPTEL Platform as AICTE had signed MoU with NPTEL about FDP programme in online mode. Some of the faculty members successfully completed FDP/STTP from different esteemed organizations of India. Some of the faculty members have registered themselves in NPTEL platform to undergo Faculty Development Programme.

As new process of Internal Assessment has been started by MAKAUT, the examination cell of the college has successfully adopted and completed the process for all students and awareness has also been raised among the students about the new process of evaluation.

The attainment calculation of Course Outcomes (COs) of each course with Programme Outcomes (POs) and Programme Specific Outcomes (PSOs) for the odd semester is not completed as the result is not published yet. The same process will be completed after publication of result.

Necessary data collections to prepare the SSR of NAAC are going on by all assigned members.

The development of different modules of College Automation System Software (ERP) is going on by Excel Infocom Pvt. Ltd.

#### Agenda 4: Miscellaneous

Resolved that Academic Audit Report (AAR) would be given by HODs/DICs/Coordinators of each department at the end of the session to check the overall condition of the department in terms of teaching learning process, activities, facilities etc. To do so, a uniform format would be prepared by IQAC and the same would be sent to all HODs/DICs/Coordinators for finalization and taking necessary action.

The Performance Appraisal System for Teaching and Non-Teaching staff may be framed after discussion with the Society (HETCS).

With no other business in the agenda, the meeting ended on giving thanks to all the members by the Chairman.



*Sumanta Bhattacharyya* 21/02/19

Prof. (Dr.) Sumanta Bhattacharyya  
Chairman, IQAC of HETC

Prof. (Dr.) Sumanta Bhattacharyya  
Principal  
Hooghly Engineering & Technology College



**HOOGLHY ENGINEERING AND TECHNOLOGY COLLEGE**  
**Internal Quality Assurance Cell (IQAC)**

Minutes of the Meeting held on 30.11.2019 in the Board Room of HETC at 11:00 AM on the following agenda:

1. Welcome Address
2. Registration of HETC for NAAC Accreditation
3. Reporting on updated activities
4. Future plan of activities
5. Miscellaneous

Members present:

1. Prof. (Dr.) Sumanta Bhattacharyya - Chairman
2. Mr. Subhojit Malik - Coordinator
3. Mr. Milan Kumar Dholey - Coordinator
4. Dr. Avijit Maity
5. Dr. Smitadhi Ganguly
6. Dr. Aishwarya Mukherjee
7. Mrs. Arpita Chattopadhyay
8. Mr. Dibyendu Samanta
9. Mr. Jagadish Bhattacharya
10. Mr. Anikendu Maitra
11. Dr. Pratyay Debnath
12. Mr. Sumanta Daw
13. Mrs. Writi Mitra
14. Mr. Subhajit Roy
15. Mrs. Sreyasi Rupa De
16. Mr. Manish Ranjan
17. Mr. Anupam Baral
18. Mr. Indraneel Choudhury
19. Mr. Deewakar Gupta
20. Mr. Arindam Mukherjee
21. Mr. Rajsekhar Bhattacharya
22. Mr. Shaktibrata Roy
23. Mr. Anindya Sen - Invitee member

Leave of absence of the following members was granted:

1. Prof. (Dr.) T. K. Bandyopadhyay
2. Miss. Shivani Rau

Principal and Chairman, IQAC, Prof. (Dr.) Sumanta Bhattacharyya, welcomed all the members present in the meeting and started the proceedings.

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### **Agenda 1: Welcome address**

The Chairman in his welcome address, mentioned about the initiation of HETC for its accreditation by National Assessment and Accreditation Council (NAAC) and indicated the necessities and benefits of NAAC accreditation. The vision of NAAC as a national regulatory body for the higher education institutions (HEI) was shown along with the core values of HEIs through NAAC. The recently reframed and duly approved Vision and Mission of HETC were made known to all the members, which have got close correlation with the core values as given by NAAC.

The Chairman also reiterated the primary aim, functions and benefits of IQAC in relation to the accreditation of the institute by NAAC and appealed for extensive involvement and necessary support of all the members to achieve the goal. In the procedural aspect, he informed about formation and functioning of separate groups comprising of a Coordinator and few members to work on the seven criteria of Quality Indicator Framework (QIF), as suggested by NAAC.

### **Agenda 2: Registration of HETC for NAAC Accreditation**

Resolved that required registration of HETC will be done for NAAC accreditation. It has also been resolved that Institutional Information for Quality Assessment (IIQA) will be submitted online to NAAC within 29<sup>th</sup> February, 2020 for their processing.

### **Agenda 3 and Agenda 4: Reporting on updated activities and Future plan of activities**

All the seven Coordinators have presented the status and future plan of activities of their following seven respective criterion of QIF:

- i) Curricular Aspects
- ii) Teaching Learning and Evaluation
- iii) Research, Innovations and Extension
- iv) Infrastructure and Learning Resources
- v) Student Support and Progression
- vi) Governance, Leadership and Management
- vii) Institutional Values and Best Practices

The Coordinators, while presenting the status of their criterion, mentioned about the specific progress of their work along with difficulties / doubts during working on their criterion. There was suggestion of getting views from the experts for doing the job of NAAC accreditation. However, it was resolved for criterion-wise discussions/meetings involving the Coordinator and members of respective criterion, the Coordinators of IQAC and responsible functionaries of HETC for removing the difficulties / doubts and making further progress.

### **Agenda 5: Miscellaneous**

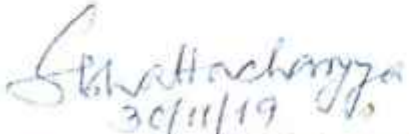
#### **i) Industry-Institute Collaboration**

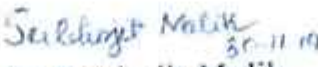
The representative members from industries emphasized on upgradation of academic standard and thereby the placement scenario by doing collaborative work with the industries. All of them also assured of necessary assistance from their respective organizations. The alumni representative also shared similar kind of views as many of the alumni are holding respectable positions in different industries and expected to be interested in assisting their Alma Mater in collaborative work.

#### **ii) Skill Development Courses**

The representative member from the local society (District Office, Skill Development, Hooghly) expressed their satisfaction on HETC for its involvement in efficiently conducting different skill development courses, sanctioned by State Govt. (Paschim Banga Society for Skill Development) and confirmed their necessary support in future.

With no other business in the Agenda, the meeting ended on giving thanks to all the members by the Chairman.

  
30/11/19  
Dr. Sumanta Bhattacharyya  
Chairman

  
30-11-19  
Mr. Subhojit Malik  
Coordinator

  
30-11-19  
Mr. Milan Kr. Dholey  
Coordinator



# Hooghly Engineering & Technology College

## Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting held on Saturday, the 20th March, 2021 in the Board Room of HETC at 2:00 PM on the following agenda:

1. Welcome Address by the Chairman, IQAC
2. Confirmation of the minutes of the meeting held on 30<sup>th</sup> November, 2019
3. Discussions about Annual Action taken Report for the session 2019-2020
4. Academic activity
5. Faculty development and Research activity for quality enhancement
6. Activities related to NAAC accreditation
7. Miscellaneous

### **Members present:**

- |   |                              |
|---|------------------------------|
| 1. Dr. Smitadhi Ganguly, Principal-in-Charge                | - Chairman                   |
| 2. Mr. Subhojit Malik, Assistant Professor, ECE Department  | - Coordinator                |
| 3. Dr. Avijit Maity, HOD, EE Department                     | - Member from faculty        |
| 4. Dr. Aishwarya Mukherjee, HOD, BSH Department             | - Member from faculty        |
| 5. Ms. Arpita Chattopadhyay, DIC, CE Department             | - Member from faculty        |
| 6. Mr. Anikendu Maitra, Coordinator, EE Department          | - Member from faculty        |
| 7. Mr. Jagadish Bhattacharaya, Coordinator, ECE Department  | - Member from faculty        |
| 8. Mr. Dibyendu Samanta, Coordinator, CSE Department        | - Member from faculty        |
| 9. Dr. Pratyay Debnath, Associate Professor, BSH Department | - Member from faculty        |
| 10. Mr. Sumanta Daw, Assistant Professor, CSE Department    | - Member from faculty        |
| 11. Mr. Subhajit Roy, Assistant Professor, ECE Department   | - Member from faculty        |
| 12. Ms. Sreyasi Rupa De, Member of MC, HETCS                | - Member from Management     |
| 13. Mr. Saktibrata Roy, Liaison Officer                     | - Member from Administration |
| 14. Mr. Rajsekhar Bhattacharya, Finance Officer             | - Member from Administration |

### **Members absent:**

- |   |                             |
|---|-----------------------------|
| 1. Mr. Milan Kumar Dholey, Assistant Professor, CSE Department              | - Coordinator               |
| 2. Ms. Writi Mitra, Assistant Professor, ECE Department                     | - Member from faculty       |
| 3. Ms. Rakhi Biswas, District Youth Officer, SHG & SE, Hooghly, West Bengal | - Member from Local Society |
| 3. Miss. Shivani Raut, Student, CSE, 3rd Year                               | - Nominee from Students     |
| 4. Mr. Deewakar Gupta, 2008 Batch (CSE)                                     | - Nominee from Alumni       |
| 5. Mr. Manish Ranjan, Hewlett Packard Enterprise India, Kolkata             | - Employer                  |
| 6. Mr. Anupam Baral, CEO, Geetanjali Solar Enterprise, Kolkata              | - Employer                  |
| 7. Mr. Indraneel Choudhury, Director, Excel Infocom Pvt. Ltd.               | - Employer                  |

### **Agenda 1: Welcome Address**

Principal of HETC and Chairman, IQAC, HETC - Dr. Smitadhi Ganguly, welcomed all the members present and started the proceedings.

**Agenda 7: Miscellaneous**

It was unanimously decided that the necessary actions will be started as soon as possible.

No other topic was discussed.

With no other business in the agenda, the meeting ended on giving thanks to all the members by the Chairman.



*Smitadhi Ganguly* 20.08.21

Dr. Smitadhi Ganguly  
Chairman, IQAC of HETC

*Principal in Charge*  
Hooghly Engineering & Technology College  
Vivekananda Road, Pipulpali, Hooghly.



Attendance of IQAC meeting held on 20<sup>th</sup> March, 2021 in the Board Room of HETC at 2:00 PM

1. Sill: / / , 20.03.21
2. Subhojit Malu 20.03.21.
3. SURSHMIT Roy 20/03/2021.
4. S. Chandra 20.3.21
5. Sreyasi Rupa De 20/3/21
6. S. Das 20/3/21
7. A. Chatterjee 20/3/21
8. —
9. Mukherjee 20/3/21
10. —
11. Rajwanti Bhattacharya 20/3/21
12. —
13. Jagadish Bhattacharya. 20/3/21
14. Saktibrata Roy 20/3/21

# Hooghly Engineering & Technology College

## Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting held on Thursday, the 18<sup>th</sup> February, 2022 in the Board Room of this college at 3:00 PM on the following agenda:

1. Welcome Address by the Chairman, IQAC
2. Confirmation of the minutes of the meeting held on 20.03.2021
3. Action taken based on the minutes of the meeting held on 20.03.2021
4. Academic activity
5. Faculty development and Research activity for quality enhancement
6. Activities related to NAAC accreditation
7. Miscellaneous

### **Members present:**

- |  |                              |
|--|------------------------------|
| 1. Dr. Smitadhi Ganguly, Principal-in-Charge                 | - Chairman                   |
| 2. Mr. Rajdip Paul, Assistant Professor, CE Department       | - Coordinator                |
| 3. Mr. Subhojit Malik, Assistant Professor, ECE Department   | - Jt. Coordinator            |
| 4. Dr. Avijit Maity, HOD, EE Department                      | - Member from faculty        |
| 5. Dr. Aishwarya Mukherjee, HOD, BSH Department              | - Member from faculty        |
| 6. Ms. Arpita Chattopadhyay, DIC, CE Department              | - Member from faculty        |
| 7. Mr. Anikendu Maitra, Coordinator, EE Department           | - Member from faculty        |
| 8. Mr. Jagadish Bhattacharaya, Coordinator, ECE Department   | - Member from faculty        |
| 9. Mr. Dibyendu Samanta, Coordinator, CSE Department         | - Member from faculty        |
| 10. Dr. Pratyay Debnath, Associate Professor, BSH Department | - Member from faculty        |
| 11. Mr. Sumanta Daw, Assistant Professor, CSE Department     | - Member from faculty        |
| 12. Mr. Subhajit Roy, Assistant Professor, ECE Department    | - Member from faculty        |
| 13. Dr. Nakul Ch. Mondal, Librarian                          | - Member from Library        |
| 14. Ms. Sreyasi Rupa De, Member of MC, HETCS                 | - Member from Management     |
| 15. Mr. Saktibrata Roy, Liaison Officer                      | - Member from Administration |
| 16. Mr. Rajsekhar Bhattacharya, Finance Officer              | - Member from Administration |

### **Members absent:**

- |   |                             |
|---|-----------------------------|
| 1. Mr. Milan Kumar Dholey, Assistant Professor, CSE Department              | - Member from faculty       |
| 2. Ms. Rakhi Biswas, District Youth Officer, SHG & SE, Hooghly, West Bengal | - Member from Local Society |
| 3. Miss. Shivani Raut, Student, CSE, 4 <sup>th</sup> Year                   | - Nominee from Students     |
| 4. Mr. Deewakar Gupta, 2008 Batch (CSE)                                     | - Nominee from Alumni       |
| 5. Mr. Manish Ranjan, Hewlett Packard Enterprise India, Kolkata             | - Employer                  |
| 6. Mr. Anupam Baral, CEO, Geetanjali Solar Enterprise, Kolkata              | - Employer                  |
| 7. Mr. Indraneel Choudhury, Director, Excel Infocom Pvt. Ltd.               | - Employer                  |

### **Agenda 1: Welcome Address**

Principal of HETC and Chairman, IQAC, HETC - Dr. Smitadhi Ganguly, welcomed all the members present and started the proceedings.

### **Agenda 2: Confirmation of the minutes of the meeting held on 20.03.2021**

Minutes of the meeting held on 20.03.2021 of IQAC was taken for discussion and the same has been confirmed after due deliberation.



### **Agenda 3: Action taken based on the minutes of the meeting held on 20.03.2021**

Based on the meeting held on 20.03.2021, the Annual Action Taken Report for the session 2020-2021 was presented in the meeting and the same has subsequently been approved after due deliberation.

### **Agenda 4: Academic activity**

- I. Resolved that the course plan and course diary should be maintained for theory and lab classes regularly. Regular updates can be stored using Google Forms in each department.
- II. Resolved that the laboratories which were conducted through online due to lock down, may be conducted in offline mode (if required) to make students familiar with the experimental set-ups.
- III. Resolved that the process to share the soft copies of book and class notes will be continued through Google Classroom to reduce the use of paper.
- IV. Resolved that the students will also be encouraged to do different online courses from NPTEL, Coursera etc to enhance their skills which are required in industries.

### **Agenda 5: Faculty development and Research activity for quality enhancement**

Resolved that faculties will be encouraged to publish research papers and to enroll for PhD to enhance the overall quality.

### **Agenda 6: Activities related to NAAC accreditation**

- I. Resolved that necessary data collection for the session 2020-2021 related to all criteria of NAAC SSR will be started by all concerned.
- II. Resolved that the issues related to infrastructural deficiencies, development needed in various areas and maintenance issues will be started.

### **Agenda 7: Miscellaneous**

Resolved that the Principal (Secretary of Governing Body) along with the IQAC coordinator and the departmental heads, will prepare institutional perspective plan to focus on short and long term goals of the institution which will be implemented in due course of time.

Resolved that students will be encouraged to enrol themselves in different internship programmes and to participate in co and extracurricular activities.

No other topic was discussed.

With no other business in the agenda, the meeting ended on giving thanks to all the members by the Chairman.






18.02.22

Dr. Smitadhi Ganguly  
Chairman, IQAC of HETC

*Principal in Charge*  
Hooghly Engineering & Technology College  
Vivekananda Road, Pipulpati, Hooghly.

Attendance of IQAC meeting held on 18<sup>th</sup> February, 2022 in the Board Room of HETC at 3:00 PM

1. S. L. L. L. 18.02.22
2. P. P. P. 18/02/22
3.  18/02/22
4. S. Das 18/2/22
5. P. Subrah 18.2.22
6. A. Chattopadhyay 18/02/22
7. Avijit Majhi 18/2/22
8. Mukherjee 18/2/22
9. Ananta 18/2/22
10.  18/2/22
- 11.
12. R. R. 18/2/22
13. —
14.  18/2/22
15. Saktibrata Ray 18/2/22



# Hooghly Engineering & Technology College

## Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting held on Thursday, the 19<sup>th</sup> July, 2022 in the Board Room of this college at 3:00 PM on the following agenda:

1. Welcome Address by the Chairman, IQAC
2. Confirmation of the minutes of the meeting held on 18.02.2022
3. Action taken based on the minutes of the meeting held on 18.02.2022
4. Academic activity
5. Planning to organize Induction Programme
6. Faculty development, Research activity and Consultancy Work for quality enhancement
7. Planning to organize workshops, seminars, conference, social activities, outreach programmes and skill development programmes
8. Miscellaneous

### **Members present:**

- |  |                              |
|--|------------------------------|
| 1. Dr. Smitadhi Ganguly, Principal-in-Charge                 | - Chairman                   |
| 2. Mr. Rajdip Paul, Assistant Professor, CE Department       | - Coordinator                |
| 3. Mr. Subhojit Malik, Assistant Professor, ECE Department   | - Jt. Coordinator            |
| 4. Dr. Avijit Maity, HOD, EE Department                      | - Member from faculty        |
| 5. Dr. Rajesh Patra, HOD, BSH Department                     | - Member from faculty        |
| 6. Ms. Arpita Chattopadhyay, DIC, CE Department              | - Member from faculty        |
| 7. Mr. Anikendu Maitra, Coordinator, EE Department           | - Member from faculty        |
| 8. Mr. Swarup Samanta, DIC, ECE Department                   | - Member from faculty        |
| 9. Mr. Dibyendu Samanta, Coordinator, CSE Department         | - Member from faculty        |
| 10. Dr. Pratyay Debnath, Associate Professor, BSH Department | - Member from faculty        |
| 11. Mr. Sumanta Daw, Assistant Professor, CSE Department     | - Member from faculty        |
| 12. Mr. Subhajit Roy, Assistant Professor, ECE Department    | - Member from faculty        |
| 13. Dr. Nakul Ch. Mondal, Librarian                          | - Member from Library        |
| 14. Ms. Sreyasi Rupa De, Member of MC, HETCS                 | - Member from Management     |
| 15. Mr. Saktibrata Roy, Liaison Officer                      | - Member from Administration |
| 16. Mr. Rajsekhar Bhattacharya, Finance Officer              | - Member from Administration |

### **Members absent:**

- |   |                             |
|---|-----------------------------|
| 1. Ms. Rakhi Biswas, District Youth Officer, SHG & SE, Hooghly, West Bengal | - Member from Local Society |
| 2. Mr. Pranshu Das, Student, CSE, 3 <sup>rd</sup> Year                      | - Nominee from Students     |
| 3. Mr. Deewakar Gupta, 2008 Batch (CSE)                                     | - Nominee from Alumni       |
| 4. Mr. Manish Ranjan, Hewlett Packard Enterprise India, Kolkata             | - Employer                  |
| 5. Mr. Anupam Baral, CEO, Geetanjali Solar Enterprise, Kolkata              | - Employer                  |
| 6. Mr. Indraneel Choudhury, Director, Excel Infocom Pvt. Ltd.               | - Employer                  |

### **Agenda 1: Welcome Address**

Principal in Charge of HETC and Chairman, IQAC, HETC - Dr. Smitadhi Ganguly, welcomed all the members present and started the proceedings.

#### **Agenda 2: Confirmation of the minutes of the meeting held on 18.02.2022**

Minutes of the meeting held on 18.02.2022 of IQAC was taken for discussion and the same has been confirmed after due deliberation.

#### **Agenda 3: Action taken based on the minutes of the meeting held on 18.02.2022**

Based on the meeting held on 18.02.2022, the Annual Action Taken Report for the session 2021-2022 was presented in the meeting and the same has subsequently been approved after due deliberation.

#### **Agenda 4: Academic activity**

- I. Resolved that the academic activity should be continued uninterruptedly as the lock-down period is almost over.
- II. Resolved that the evaluation of students for all courses will be done as per new initiatives taken by university. There will be four numbers of Continuous Assessments which will be conducted in each month as per new guideline.
- III. Resolved that rubrics will be formed to evaluate the students in Continuous Assessment 1 (Evaluation through Power Point Presentation) and Continuous Assessment 2 (Evaluation through Assignment).
- IV. Resolved that all the students should be encouraged to enhance their soft skill through power point presentation of any technical topic.

#### **Agenda 5: Planning to organize Induction Programme**

Resolved that initiatives will be taken to organize the Induction Programme in offline mode once again. More number of faculty members and technical staff members will be engaged to organize this programme for the newly admitted 1<sup>st</sup> year and Lateral Entry Students in 2<sup>nd</sup> year.

#### **Agenda 6: Faculty development, Research activity and Consultancy Work for quality enhancement**

- I. Resolved that more number of Faculty Development Programme will be organized by IQAC and other department of the college.
- II. Resolved that faculties will be encouraged to publish more research papers and proposal will be sent to management for providing the financial support to the members who will publish research papers in reputed conferences and journals.
- III. Resolved that the consultancy work may also be started again in post lock-down period.

#### **Agenda 7: Planning to organize workshops, seminars, conference, social activities, outreach programmes and skill development programmes**

- I. Resolved that initiatives will be taken to organize workshops, seminars and conferences by all the department of HETC.



- II. Resolved that the NSS unit and the Internal Compliance Committee (ICC) will arrange few social activities with the help of students.
- III. Resolved that initiatives will be taken to organize outreach programmes and skill development programmes.

#### **Agenda 7: Miscellaneous**

Necessary action has already been taken for the implementation of the perspective plan. Initiatives to start free of cost yoga and self-defense training for our students has been taken. Academic and Administrative Audit (AAA) will also be conducted for the session 2022-23.

Resolved that necessary data collection for the session 2021-2022 related to all criteria of NAAC SSR will be started by all concerned.

No other topic was discussed.

With no other business in the agenda, the meeting ended on giving thanks to all the members by the Chairman.

19.07.22

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Dr. Smitadhi Ganguly  
Chairman, IQAC of HETC

*Principal in Charge*  
Hooghly Engineering & Technology College  
Vivekananda Road, Pipulpati, Hooghly.



Attendance of IQAC meeting held on 19<sup>th</sup> July, 2022, in the Board Room of HETC at 3:00 PM

1. Sidli Ly 19.07.22
2. ~~Ramu~~ 19/07/22
3. SRS. 19/7/22
4. ~~Juhi~~ 19/7/22
5. B. Patra 19/07/22
6. S. Das 19/7/22
7. A. Chattopadhyay 19/07/22
8. ~~Pratik~~ 19/7/22
9. P. Debraj 19.7.22
10. Ananta 19/7/22
11. Nukul Chandra Mondal 19.7.22
- 12.
13. ~~RP~~ 19/7/22
15. —
16. ~~S~~ 19/07/22
17. Saktibrata Ray 19/7/22
18. Anujit Maity 19/7/22



# Hooghly Engineering & Technology College

## Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting held on Thursday, the 17<sup>th</sup> March, 2023 in the Board Room of this college at 3:00 PM on the following agenda:

1. Welcome Address by the Chairman, IQAC
2. Confirmation of the minutes of the meeting held on 19.07.2022
3. Action taken based on the minutes of the meeting held on 19.07.2022
4. Academic activity
5. Planning to organize workshops, seminars, conference, social activities, outreach programmes and skill development programmes
6. Faculty development, Research activity and Consultancy Work for quality enhancement
7. Activities related to NAAC accreditation
8. Miscellaneous

### **Members present:**

- |  |                              |
|--|------------------------------|
| 1. Dr. Smitadhi Ganguly, Principal-in-Charge                 | - Chairman                   |
| 2. Mr. Rajdip Paul, Assistant Professor, CE Department       | - Coordinator                |
| 3. Mr. Subhojit Malik, Assistant Professor, ECE Department   | - Jt. Coordinator            |
| 4. Dr. Avijit Maity, HOD, EE Department                      | - Member from faculty        |
| 5. Dr. Rajesh Patra, HOD, BSH Department                     | - Member from faculty        |
| 6. Ms. Arpita Chattopadhyay, DIC, CE Department              | - Member from faculty        |
| 7. Mr. Anikendu Maitra, Coordinator, EE Department           | - Member from faculty        |
| 8. Mr. Swarup Samanta, DIC, ECE Department                   | - Member from faculty        |
| 9. Mr. Dibyendu Samanta, Coordinator, CSE Department         | - Member from faculty        |
| 10. Dr. Pratyay Debnath, Associate Professor, BSH Department | - Member from faculty        |
| 11. Mr. Sumanta Daw, Assistant Professor, CSE Department     | - Member from faculty        |
| 12. Mr. Subhajit Roy, Assistant Professor, ECE Department    | - Member from faculty        |
| 13. Dr. Nakul Ch. Mondal, Librarian                          | - Member from Library        |
| 14. Ms. Sreyasi Rupa De, Member of MC, HETCS                 | - Member from Management     |
| 15. Mr. Saktibrata Roy, Liaison Officer                      | - Member from Administration |
| 16. Mr. Rajsekhar Bhattacharya, Finance Officer              | - Member from Administration |

### **Members absent:**

- |   |                             |
|---|-----------------------------|
| 1. Ms. Rakhi Biswas, District Youth Officer, SHG & SE, Hooghly, West Bengal | - Member from Local Society |
| 2. Mr. Pranshu Das,, Student, CSE, 3 <sup>rd</sup> Year                     | - Nominee from Students     |
| 3. Mr. Deewakar Gupta, 2008 Batch (CSE)                                     | - Nominee from Alumni       |
| 4. Mr. Manish Ranjan, Hewlett Packard Enterprise India, Kolkata             | - Employer                  |
| 5. Mr. Anupam Baral, CEO, Geetanjali Solar Enterprise, Kolkata              | - Employer                  |
| 6. Mr. Indraneel Choudhury, Director, Excel Infocom Pvt. Ltd.               | - Employer                  |

### **Agenda 1: Welcome Address**

Principal in Charge of HETC and Chairman, IQAC, HETC - Dr. Smitadhi Ganguly, welcomed all the members present and started the proceedings.

## **Agenda 2: Confirmation of the minutes of the meeting held on 19.07.2022**

Minutes of the meeting held on 19.07.2022 of IQAC was taken for discussion and the same has been confirmed after due deliberation.

## **Agenda 3: Action taken based on the minutes of the meeting held on 19.07.2022**

Based on the meeting held on 19.07.2022, discussion was held about the completed initiatives and the same has subsequently been approved after due deliberation.

## **Agenda 4: Academic activity**

Resolved that the faculty members will use the facility of ICT more for interactive discussion about any topic with the students.

## **Agenda 5: Planning to organize workshops, seminars, conference, social activities, outreach programmes and skill development programmes**

Resolved that more number of workshops, seminars, conference, social activities, outreach programmes and skill development programmes will be organized in regular basis.

## **Agenda 6: Faculty development, Research activity and Consultancy Work for quality enhancement**

Resolved that more stress will be given to organize faculty development programme and to increase research activity and consultancy work.

## **Agenda 7: Activities related to NAAC accreditation**

Academic and Administrative Audit (AAA) is almost done and will be completed after the publication of even semester result for the 2022-23 batch.

Resolved that the following tasks will be done in urgent basis:

- a. Necessary feedbacks by Feedback Committee in consultation with IQAC
- b. Policies which are not finalized or not available, should be prepared immediately
- c. Preparation of SSR correctly and properly
- d. Additional documents required apart from the desired document as mentioned in SOPs of NAAC
- e. Identification of Best Practices of HETC
- f. SWOC analysis of all departments and the Institute

## **Agenda 8: Miscellaneous**

Resolved that necessary data collection for the session 2021-2022 related to all criteria of NAAC SSR should be completed by all concerned and the data collection for the session 2022-2023 should be started immediately.



No other topic was discussed.

With no other business in the agenda, the meeting ended on giving thanks to all the members by the Chairman.

17.03.23

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Dr. Smitadhi Ganguly  
Chairman, IQAC of HETC

*Principal in Charge -*  
Hooghly Engineering & Technology College  
Vivekananda Road, Pipulpati, Hooghly.



Attendance of IQAC meeting held on 17th March, 2023 in the Board Room of HETC at 1:30 PM

1. S. P. L. L. 17.03.23
2. P. P. 17/03/23
3. SRS 17/3/23
4. R. Patra 17/03/23
5. P. Debnath 17.3.23
6. S. Das 17/3/23
7. A. Chattopadhyay 17/3/23
8. P. 17/3/23
9. —
10. A. 17/3/23
11. A. 17/3/23
12. —
13. R. P. 17/3/23
14. H. 17/3/23
15. —
16. S. 17/3/23
17. Saktibrata Roy 17/3/23