



## 1<sup>st</sup> Meeting of the Internal Quality Assurance Cell

The Heritage Academy, Kolkata: 700107

Date and Time: 30.10.2024 (Wednesday) At 15.00 Hours

Venue: Conference Room, 'A-Building', The Heritage Campus



The Heritage Academy, Kolkata-700107

1<sup>st</sup> Meeting of the Internal Quality Assurance Cell (IQAC) for the Academic Year  
2024-25

Date: 30<sup>th</sup> October, 2024

Time: 3 PM

S. No	Name & Affiliation	Position	Signature
1	Prof. (Dr.) Gour Banerjee, Principal	Chairman	
2	Mr. P. K. Agarwal, CEO, Kalyan Bharti Trust	Permanent Invitee	
3	Prof. (Dr.) Basab Chaudhuri, Senior Director (Education), Kalyan Bharti Trust	Permanent Invitee	 30.10.2024
4	Prof. (Dr.) Madhupa Bakshi, Dean, Media Science	Member	
5	Mr. Bratin Maiti, Asst. Professor, DC – BBA	Member	
6	Mr. Somnath Bhattacharyya, Asst. Professor, DC – BCA	Member	 30/10/2024
7	Dr. Arijit Chakraborty, Asst. Professor, BCA	Convener	 30/10/24
8	Mr. Parichay Chakrabarti, Asst. Professor, BCA	Member	 30/10/24
9	Mr. Atindra Nag, Asst. Professor, BCA	Member	 30/10/24
10	Ms. Sangita Ghosh, Asst. Professor, BBA	Member	 30/10/24
11	Prof. (Dr.) Sandeep Chatterjee, Joint Registrar (Academics), Coordinator, IQAC, Heritage Institute of Technology	Mentor	
12	Mr. Manoj Saraogi, CFO	Member	
13	Mr. Santosh Kumar Ray, GM, Administration	Member	
14	Mr. Kaushik Bhattacharya, Head – Training and Placement	Member	
15	Ms. Mahua Som, Deputy Registrar	Member	
16	Mr. Sajid Tareque, President, Sarang Welfare Society. (Alumni, BBA)	Member	
17	Mr. Anindya Sunder Bera, Alumni, BCA	Member	 Koushiki Bose.
18	Ms. Koushiki Bose, Student, BCA 2 <sup>nd</sup> year	Member	
19	Mr. Satish Choudhary, Director, Techniche Consulting Services Pvt. Ltd	Member	
20	Mr. Sachin More, Managing Director Moresco Software Services	Member	
21	Mr. Anurag Agarwal, Vice Chairman & Director PMI Electromobility Solutions Pvt. Ltd.	Member	
22	Dr. Dipankar Das, Asst. Professor, BCA	Joint Coordinator	
23	Dr. Joydeep Das, Asst. Professor, BCA	Coordinator	

**Internal Quality Assurance Cell (IQAC)  
The Heritage Academy, Kolkata: 700107**

**Minutes of the 1<sup>st</sup> IQAC meeting**

**Date & Time of the meeting:** 30.10.2024 (Wednesday) at 15.00 Hours

**Venue of the meeting:** 'A' building conference Hall in the Heritage campus

**Members Present:**

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|---|-------------------|
| 1. Prof. (Dr.) Gour Banerjee, Principal   | Chairman          |
| 2. Mr. P.K. Agarwal, CEO, KBT   | Permanent Invitee |
| 3. Prof. (Dr.) Basab Chaudhuri, Senior Director(Education), KBT   | Permanent Invitee |
| 4. Mr. Manoj Saraogi, CFO   | Member            |
| 5. Mr. Santosh Kumar Ray, GM, Administration  | Member            |
| 6. Mr. Sachin More, Managing Director, Moresco Software Services Pvt. Ltd.  | Member            |
| 7. Prof. (Dr.) Sandeep Chatterjee, Joint Registrar (Academics), Coordinator, IQAC, Heritage Institute of Technology | Mentor            |
| 8. Mr. Somnath Bhattacharyya, Asst. Professor, DC – BCA   | Member            |
| 9. Prof. (Dr.) Joydeep Das, Asst. Professor, BCA  | Coordinator       |
| 10. Prof. (Dr.) Dipankar Das. Asst. Professor, BCA  | Jt. Coordinator   |
| 11. Prof. (Dr.) Arijit Chakraborty, Asst. Professor, BCA  | Convener          |
| 12. Ms. Mahua Som, Deputy Registrar, THA  | Member            |
| 13. Mr. Parichay Chakrabarti, Asst. Professor, BCA  | Member            |
| 14. Mr. Atindra Nag, Asst. Professor, BCA   | Member            |
| 15. Ms. Sangita Ghosh, Asst. Professor, BBA   | Member            |
| 16. Mr. Anindya Sunder Bera, Alumni, BCA  | Member            |
| 17. Mr. Sajid Tareque, President, Sarang Welfare Society, (Alumni, BBA)   | Member            |
| 18. Ms. Koushiki Bose, Student, BCA 2nd year  | Member            |

**Members Absent:**

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|--|--------|
| 1. Prof. (Dr.) Madhupa Bakshi, Dean, Media Science                                       | Member |
| 2. Mr. Bratin Maiti, Asst. Professor, DC – BBA   | Member |
| 3. Mr. Kaushik Bhattacharya, Head – Training and Placement                               | Member |
| 4. Mr. Satish Choudhary, Director, Techniche Consulting Services Pvt. Ltd.               | Member |
| 5. Mr. Anurag Agarwal, Vice Chairman & Director, PMI Electromobility Solutions Pvt. Ltd. | Member |

The meeting started after granting leave of absence to the members as declared above.

### **Welcome note by Chairman:**

Prof. (Dr.) Gour Banerjee, Principal and Chairman of the IQAC welcomed all the members of the reconstituted IQAC of THA for 1<sup>st</sup> meeting in 2024-25. He expressed gratitude to the academy's management and looked forward to receiving full support, cooperation, and guidance from all esteemed members of the IQAC in conducting business related to IQAC. He impressed that success of IQAC depends on spontaneous contribution by all stake holders, particularly the members of the cell.

### **Minutes of the Agenda-wise Discussion**

#### **Agenda #1: To Introduce Members of the Cell**

The chairman of the IQAC-THA introduced Mr. Sachin More, Managing Director of Moresco Software Services Pvt. Ltd., and stated that all other members are from the Heritage campus and well known to each other. Then he requested Prof. (Dr.) Joydeep Das, Coordinator of the IQAC-THA to carry on with the meeting as per the circulated agenda.

#### **Agenda #2. To Outline the Objectives of the IQAC**

The Coordinator requested Prof. (Dr.) Arijit Chakraborty, Convener of the IQAC-THA, to outline the IQAC's objective. Dr. Chakraborty highlighted IQAC's main goal and philosophy of promoting academic quality in educational institutions.

Mr. P.K. Agarwal, CEO of Kalyan Bharti Trust (KBT), emphasized the role of IQAC in bridging the gap between academia and industry and achieving the goal of a Developed India by 2047. In this regard, Prof. (Dr.) Basab Chaudhuri, Senior Director (Education) of KBT, stressed the role of IQAC in initiating, planning, and monitoring baseline indicators of academic quality.

#### **Agenda #3: To Discuss the Scope and Functions of the IQAC**

The Chairman requested Prof. (Dr.) Sandeep Chatterjee, Joint Registrar (Academics), HITK, and mentor of IQAC-THA to provide advisories related to the scope and functioning of the IQAC. Dr. Chatterjee outlined the role of the Internal Quality Assurance Cell (IQAC) and stressed the need to align the teaching-learning process with course outcomes. He recommended starting activities focused on teaching, learning, and evaluation, which are critical for quality assurance per NAAC guidelines. He noted that a complete overview of core quality-related activities could

not be furnished in one meeting and agreed to mentor the formulation of course and program outcomes within the IQAC-THA's teaching-learning component.

Mr. Santosh Kumar Ray, GM, Administration, emphasized the importance of proper record-keeping, particularly for final-year students and THA alumni. The meeting agreed that the academy would establish subcommittees for each of the seven core components in due course of time.

#### **Agenda #4: Plan of Review of the next IQAC Meeting**

The Senior Director (Education) of KBT highlighted the need to set up an IQAC office to keep records under the supervision of the IQAC coordinator. He also suggested the members to get into the process of IQAC starting from defining the Programme Outcomes (POs), Course Outcomes (COs), Programme Specific Outcomes (PSOs), and Programme Educational Objectives (PEOs) for all the approved Programmes of THA. He also stressed the members to go through the IQAC manual to understand the scope and detailed functions of the cell.

It was also decided to review the various IQAC-related activities, including a discussion of the remaining agenda, in the next upcoming meeting.

*The meeting ended with a vote of thanks to the chair.*



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**Prof. (Dr.) Gour Banerjee**  
**Chairman**  
**IQAC, The Heritage Academy**



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**Prof. (Dr.) Joydeep Das**  
**Coordinator**  
**IQAC, The Heritage Academy**