

**Narula Institute of Technology**  
**81 Nilgunj Road, Kolkata – 700109**



**MINUTES OF THE 1<sup>st</sup> MEETING OF  
2022 OF BOARD OF STUDIES, IT  
DEPARTMENT FOR B. TECH HELD ON  
16/02/2021 AT 12:30 PM**

**Venue: Room no. 302 of NiT**

Meeting has been started with the welcome address by the Chairperson and all the leave of absence has been granted. Then the meeting is continued with agenda wise discussion.

**Agenda Item No. 1: To confirm the minutes of the Board of Studies meeting held on 15.11.2021 (As Annexure-1)**

**Resolution:** HOD requests all the members to note the minutes of the last meeting (shared as Annexure-1) and read out the same for confirmation. All the members accept the same and confirm.

**Agenda Item No. 2: To report action taken on the minutes of Board of Studies held on 15.11.2021 (As Annexure-2)**

**Resolution:** HOD requests all the members to note the action taken report on the minutes of Board of Studies held on 15.11.2021 (shared as Annexure-2) and read out the same for confirmation. All the members accept the same and confirm.

**Agenda Item No. 3: To consider running of value added courses.**

**Resolution:**

HOD placed a list of value added courses to be offered during the coming semester break for consideration of the Committee. After discussion the following courses have been selected. Committee further suggests defining a suitable content in the form for brochure before enrollment of the students.

List of value added courses:

- a. Blockchain Basics
- b. JSP, HTML and CSS

It has been decided that this list will be forwarded to Training and Placement Department for conducting/coordinating training on this topic.

**Agenda Item No. 4: To consider and approve Board of Examiners for theory and practical examination for the 1st year to 4<sup>th</sup> year classes**

**Resolution:** HOD of IT department proposes the names of the following Board of Examiners including external examiners for practical examination and moderators for semester question papers. It has been decided that external examiners and moderators can be appointed from these and in case of non-availability of any examiner and moderator HOD can call any external expert from reputed organization. HOD also proposes the name of subject coordinators that has been sanctioned in DAC at the beginning of the semester for internal evaluator and paper setter. The board accepts the proposal and appreciates the concept to subject coordinator for maintaining uniformity in different sections.

**Agenda Item No. 5: To discuss about training needs analysis for faculty and TA**


**Resolution:** Training for faculties and TAs was suggested in various fields. Also, it was advised to arrange remedial classes for weaker students.

**Agenda Item No. 6: To consider and approve external experts for project evaluation and grand viva**

**Resolution:** HOD proposes the names of external experts for project evaluation and grand viva and was approved by the committee without any hesitation as the last year process was satisfactory with the same external experts.

**Agenda Item No. 7: Any other points with the permission of the chairman:**

**Resolution:** There is no other significant discussion and the meeting ends with thanx from and to the chair.



19/02/2022

Dr. B. K. Medya  
HOD & Chairperson  
BOS, Department of IT

**Narula Institute of Technology**  
**81 Nilgunj Road, Kolkata – 700109**



**MINUTES OF THE 2<sup>nd</sup> MEETING OF  
2021 OF BOARD OF STUDIES, IT  
DEPARTMENT FOR B. TECH HELD ON  
15/11/2021 AT 12:30 PM**

**Venue: Room no. 302 of NiT**

**MINUTES OF THE MEETING OF BOARD OF STUDIES OF IT DEPARTMENT FOR  
B. TECH HELD ON 15/11/2021 AT 12:30 PM AT ROOM NO. 302**

Meeting has been started with the welcome address by the Chairperson and all the leave of absence has been granted. Then the meeting is continued with agenda wise discussion.

**Agenda Item No. 1: To confirm the minutes of the Board of Studies meeting held on 02.03.2021 (As Annexure-1)**

**Resolution:** HOD requests all the members to note the minutes of the last meeting (shared as Annexure-1) and read out the same for confirmation. All the members accept the same and confirm.

**Agenda Item No. 2: To report action taken on the minutes of Board of Studies held on 02.03.2021 (As Annexure-2)**

**Resolution:** HOD requests all the members to note the action taken report on the minutes of Board of Studies held on 02.03.2021 (shared as Annexure-2) and read out the same for confirmation. All the members accept the same and confirm.

**Agenda Item No. 3: To consider running of value added courses.**

**Resolution:**

HOD placed a list of value added courses to be offered during the coming semester break for consideration of the Committee. After discussion the following courses have been selected. Committee further suggests defining a suitable content in the form for brochure before enrollment of the students.

List of value added courses:

- a. Machine Learning
- b. Raspberry Pi

It has been decided that this list will be forwarded to Training and Placement Department for conducting/coordinating training on this topic.

**Agenda Item No. 4: To consider and approve Board of Examiners for theory and practical examination for the 1st year to 4<sup>th</sup> year classes**

**Resolution:** HOD of IT department proposes the names of the following Board of Examiners including external examiners for practical examination and moderators for semester question papers. It has been decided that external examiners and moderators can be appointed from these and in case of non-availability of any examiner and moderator HOD can call any external expert from reputed organization. HOD also proposes the name of subject coordinators that has been sanctioned in DAC at the beginning of the semester for internal evaluator and paper setter. The board accepts the proposal and appreciates the concept to subject coordinator for maintaining uniformity in different sections.

**Agenda Item No. 5: To consider and approve re-structured PSOs**


**Resolution:** HOD proposes the newly restructured 3 PSOs and was approved by the board after reviewing the proposal.

**Agenda Item No. 6: To consider and approve external experts for project evaluation and grand viva**

**Resolution:** HOD proposes the names of external experts for project evaluation and grand viva and was approved by the committee without any hesitation as the last year process was satisfactory with the same external experts.

**Agenda Item No. 7: Any other points with the permission of the chairman:**

**Resolution:** There is no other significant discussion and the meeting ends with thanx from and to the chair.

 - 4/11/2021

Dr. B. K. Medya  
HOD & Chairperson  
BOS, Department of IT