

BIRLA INSTITUTE OF TECHNOLOGY MESRA : RANCHI

Ref. No. GO/Estb/IQAC/20-21/514

Date: 20th April 2021

OFFICE ORDER

INTERNAL QUALITY ASSURANCE CELL (IQAC)

The Internal Quality Assurance Cell (IQAC) of the Institute is hereby constituted as under:

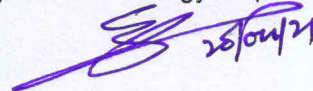
S.No.	Name/ Designation	Department	
A) Chairperson : Head of the Institution			
i)	Prof. Indranil Manna	Vice Chancellor	Chairperson
B) Senior Administrative Officers			
i)	Prof. Kunal Mukhopadhyaya	Dean of Faculty Affairs	Member
ii)	Prof. Nisha Gupta	Dean of PG Studies	Member
iii)	Prof. Utpal Baul	Dean of Alumni & International Relations	Member
iv)	Prof. Manjari Chakraborty	Dean of Infrastructure & Planning	Member
v)	Sukhpal S Khetarpal (Col. Retd.)	Registrar	Member
C) Teachers			
i)	Dr. Venkatesan Jayaprakash Associate Professor	Department of Pharmaceutical Sciences & Technology	Member
ii)	Dr. R. Naresh Kumar Assistant Professor	Department of Civil & Environmental Engineering	Member
iii)	Dr. Virendra Singh Rathore Assistant Professor	Department of Remote Sensing	Member
iv)	Dr. Priyank Kumar Assistant Professor	Department of Space Engineering & Rocketry	Member
v)	Dr. Rishi Sharma Assistant Professor	Department of Physics	Member
vi)	Dr. Abhishek Jana Assistant Professor	Department of Hotel Management & Catering Technology	Member
vii)	Dr. Anjini Kumar Tiwary Assistant Professor	Department of Electronics & Communication Engineering	Member
viii)	Dr. (Ms.) Akriti Nigam Assistant Professor	Department of Computer Science & Engineering	Member
D) Members from the Management			
i)	Dr. Purnendu Ghosh*	Executive Director, BISR	Member
E) Nominee from Local Society (Students and Alumni)			
i)	Mr. Ayush Kumar (BTech/10493/18)	Department of Mechanical Engineering	Member
ii)	Mr. Aayush Alkesh (BTech/10702/18)	Department of Mechanical Engineering	Member
iii)	Ms. Shruti Somya (BTech/10162/18)	Department of Chemical Engineering	Member
F) Nominee from Employers/ Industrialists/ Stakeholders			
i)	Sri Rana Subhasis Chakraborty Director (Marketing)	Heavy Engineering Corporation, Dhurwa, Ranchi.	Member
G) Director of IQAC			
i)	Dr. Sudip Das	Dean of Admission, Accreditation and Coordination	Member Secretary

* subject to approval from Chairman, BoG

Scope of the IQAC Cell

The scope of functions of IQAC shall be:

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.



- c) Arrangement for feedback response from students, parents, alumni, and employers on quality-related institutional processes.
- d) Dissemination of information on various quality parameters of higher education.
- e) Organization of inter and intra university workshops, seminars on quality related themes and promotion of quality circles.
- f) Documentation of the various programmes/activities leading to quality improvement.
- g) Acting as a nodal agency of the Institute for coordinating quality-related activities, including adoption and dissemination of best practices.
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
- i) Provide a sound basis for decision-making to improve University functioning.
- j) Build an organized methodology of documentation and internal communication.
- k) Development of Quality Culture in the Institute.
- l) The Cell shall look into the quality assurance parameters and other related issues such as NBA/ NAAC Accreditation etc., as per the IQAC guidelines (http://naac.gov.in/images/docs/AQAR_ONLINE/IQACAQAR_Guideline_Universities-12-03-2020.pdf).
- m) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.
- n) Any other relevant matters referred by the Vice Chancellor, to the above committee from time to time.

Tenure: Till further orders.

Meetings and Quorum: The IQAC shall meet as often as may be necessary but at least once in three months. The attendance of at least two-third of the total number of members shall constitute the quorum for the meeting.

Role of Member Secretary:

- a. Scheduling and administration of meeting, record-keeping, and meet the governance requirements.
- b. Making sure meetings are regularly organized and minutes recorded efficiently.
- c. Thorough communication and correspondence with all stakeholders.
- d. Minutes/Recommendations of the IQAC shall be duly approved by the Competent Authority.

This is issued with the approval of the Competent Authority, and it supersedes all previous Orders on the subject.

To,
The Chairman
All Members



[Handwritten Signature]
Registrar

Copy to:

1. All Dean(s) / Assoc. Dean(s) / Director (IQAC) / CoE / CoA
2. All HoD(s)/ All PIC / In-Charge(s), Academic Departments / Sections
3. Director(s) / In-Charge(s), BIT Off Campuses
4. Director, University Polytechnic / BIT-STEP
5. Dy. Comptroller / Dy. Finance Officer
6. Dy. Registrar(s) / AO (E&HR) / Assistant Registrar(s)
7. PS to VC
8. Guard Files