



BIRLA INSTITUTE OF TECHNOLOGY

(A Deemed to be University u/s 3 of the UGC Act, 1956)

OFF-CAMPUS (NOIDA) – 201301 (INDIA)

Ref. No. BIT-N/DO/OO/2022-23/0015

December 21, 2022

OFFICE ORDER

Subject: Committee for Internal Quality Assurance Cell

The Internal Quality Assurance Cell is being constituted with the following members:

1. Dr. S.L. Gupta - Chairperson
2. Dr. Swati Prasad - Member Secretary
3. Ms. Seema Sharma - Member
4. Dr. Meenakshi Sharm - Member
5. Dr. Charu Wahi - Member
6. Mr. Anurag Joshi - Member
7. Mr. Umair Ujala - Member
8. Four students' representatives from MBA & MCA programme (Two each from each programme to be nominated by the Academic Coordinators.
9. Two Alumni representative from MBA & MCA programme (One each from each programme to be nominated by the Academic Coordinators.
10. One Industry Expert to be nominated by the Chairperson

The functions of the IQAC cell would be:

- Development and application of quality benchmarks with national & international institutes.
- Parameters for various academic and administrative activities of the institution.
- Facilitating the creation of a learner-centric environment conducive to quality education.
- Collection and analysis of feedback from all the stakeholders on quality-related institutional process
- Dissemination of information on various quality parameters to all stakeholders.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes/ activities leading to quality improvement

- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality of.
- Periodical conduct of Academic and Administrative Audit and its follow up.
- Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NBA.

The IQAC cell will meet every Tuesday & Thursday from 4 pm to 5 pm in the board room. The member secretary will prepare the minutes of the meeting of every meeting and maintain proper records of all the documents and meetings.



(Dr. S. L. Gupta)
Director

CC:

1. All the above cell members
2. All the Faculty & Staff members
3. P.A. to Director – for filing
4. Office Notice Board