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23 DEC 2019
VCO
BIRLA INSTITUTE OF TECHNOLOGY
MESRA, RANCHI

BIRLA INSTITUTE OF TECHNOLOGY
(A Deemed to be University u/s 3 of UGC Act)
MESRA, RANCHI
IQAC Office

Minutes of the meeting (Compilation of suggestions given by "Mock Peer Team NAAC")
Venue: Institute Conference Hall, **Date:** 17/12/2019, **Time:** 12:15 PM.

A meeting was held on 17/12/19 to compile all suggestions from the Mock Peer Team (NAAC) visit to different departments, labs, hostels, sports facility, examination, other buildings etc. It is requested to all proposed Key persons (KP'S) to execute the following observations so as to be on the better side during our actual NAAC visit.

- 1) **Signage's near and on buildings:** Classrooms, Laboratories, Faculty and officers chamber, direction of Lift, Toilet, Offices, Utilities, Dispensary, Sports complex, Guest houses, Hostels, Banks, ATM's, Canteen, Shopping complex #1, #2, Transport, Post office, Bus Stands, Parking, Restricted Entry Board, Rain Water Harvesting, Water Treatment Plant, Solar Panel. **(KP for execution: Dr. Manjari Chakraborty)**
Dr. AR (EAT) is looking after.
- 2) **Vision-Mission:** To be placed at appropriate and prominent places (Ex: Conference Hall, 211, 208, LH1, LH2, R&D). **(KP for execution: Dr. Manjari Chakraborty)**
Need to discuss
- 3) **All Hostels board-** Anti ragging, Emergency phone no., ICC poster, Grievance. **(KP for execution: Dean SW)**
- 4) **All Hostels, Labs & Offices:** First-Aid box, Fire Extinguishers, Suggestion box. **(KP for execution: DSW, concerned HoD's and Officers)**
- 5) **All Labs:** Asset register, Manuals, Do's and Dont's, Instrument's SOP, Instrument's labelling, Log books, Time table, Annual Scrap disposal report, Proper lighting, Safety appliances, Laser safety norms, Gas safety norms, Electrical safety. **(KP for execution: concerned HoD's & Lab In-charges)**
- 6) **Sports Facility:** At the entrance a 3D map of the available facilities and area in sq.m., Badminton court (on two walls poster of students achievements), Major event highlights, Timing display. **(KP for execution: Dr. Mahendra Yadav).**
- 7) **Departmental board:** Publication list, R&D Funding, Notable alumni, Student achievements, Vision, Mission PEO & PO's, Faculty list. **(KP for execution: - HoD's)**
- 8) **Redistribution and Usage of all existing smart boards in the class rooms.** **(KP for execution: - HoD's)**
- 9) **Ensuring proper & best possible ambience for the departmental NAAC presentations.** **(KP for execution: - HoD's)**

10) Auto door closer for Ladies Toilets. (KP for execution: Dr. Manjari Chakraborty)

11) **Examination:** Use of thin film coating/frosting in COE chamber, Cloak room in front of confidential section to safe keep mobile phones, Confidential section all windows are to be sealed, Restricted entry board and passaging. (KP for execution: CoE)


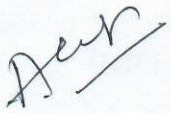
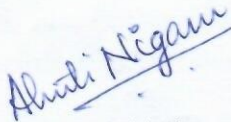
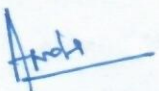


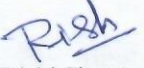



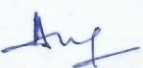

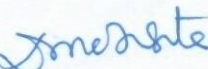

12) **Library:** Timing display, Library timing to be extended: proposal for 24x7, Rare book section should be separately managed. (KP for execution: Library In-charge, Mr. D. Nath)

13) Online feedback mechanism to be embedded in ERP for all courses and to make it mandatory before the registration. (KP for execution: Dr. Sandip Dutta)

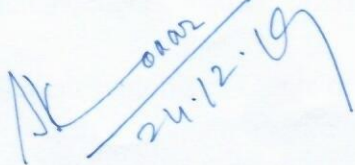
14) Exit feedback to be executed by Students Section at the time of Convocation registration. (KP for execution: DR Academic)

15) Effective Institute Video for 5 minutes. (KP for execution: Dean SW)

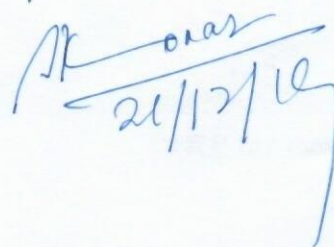
INSTITUTE NAAC TEAM

 Ms. Shruti Sharma	 Dr. A. K. Tiwary	 Dr. Akriti Nigam	 Mr. Abhilash Mohapatra
 Dr. Priyank Kumar	 Dr. Naresh Kumar	 Dr. Rishi Sharma	 Dr. V.S. Rathore
 Dr. Abhisek Jana	 Mr. Rahul Rai	Mr. B.N. Sahu	 Mr. Arun Khandelwal
	 Dr. J. Venkatesan	 Dr. D.K. Mohanta	 Dr. Sudip Das

Approval of Vice Chancellor:


24.12.19

Kindly discuss (A) & (B)


21/12/19

(B) ||

**Office of the IQAC Director
BIT Mesra, Ranchi
Attendance Report of Meeting**



Venue: *Institute Conference Hall*

Date and Time: *17/12/19, 12:15 PM*

Agenda: *Compilation of Suggestions given by Mock Peer Team NAAC*

Sl.No.	Name of the Person	Designation	Signature
1	<i>Dr. Akriti Nigam</i>	<i>Assistant Prof.</i>	<i>Akriti Nigam</i>
2	<i>Dr. RISHI SHARMA</i>	<i>Asst. Prof.</i>	<i>Rishi</i>
3	<i>Dr. Priyank Kumar</i>	<i>Asst. Professor</i>	<i>Priyank</i>
4	<i>Mr. Rahul Rai</i>	<i>Dy. Registrar</i>	<i>Rahul Rai</i>
5	<i>SUDIP DAS</i>	<i>Director IQAC</i>	<i>Sudip Das</i>
6	<i>ABHISEK JANA</i>	<i>Asst. Prof.</i>	<i>Abhisek</i>
7	<i>ARUN KHANDELWAL</i>	<i>Accounts Officer</i>	<i>Arun</i>
8	<i>B. N. Sahu</i>	<i>Asst. Registrar</i>	<i>B. N. Sahu</i>
9	<i>Dr. D.K. Mohanta</i>	<i>Prof., EEE</i>	<i>D.K. Mohanta</i>
10	<i>Dr. Venkatesan J.</i>	<i>Asst. Prof.</i>	<i>Venkatesan J.</i>
11	<i>Dr. A.K. Tiwary</i>	<i>Asst. Prof.</i>	<i>A.K. Tiwary</i>
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Office IQAC <office.iqac@bitmesra.ac.in>

Meeting IQAC - 15-12-2019 - 4.00PM

2 messages

IQAC (Director) <dir.iqac@bitmesra.ac.in>

Sun, Dec 15, 2019 at 5:35 PM

To: Priyank Kumar <priyankkumar@bitmesra.ac.in>, "Deputy Registrar(Academic)" <dr.acad@bitmesra.ac.in>, VS Rathore <vsrathore@bitmesra.ac.in>, AKRITI NIGAM <akriti@bitmesra.ac.in>, "Dr. Abhisek Jana" <abhisekjana@bitmesra.ac.in>, Rishi Sharma <rsharma@bitmesra.ac.in>, "AR (Examination)" <ar.exam@bitmesra.ac.in>, "AR (GO)" <ar.go@bitmesra.ac.in>, Shruti Sharma <ar.studaff@bitmesra.ac.in>, Arun Khandelwal <arunkhandelwal.2009@rediffmail.com>, "Dr. D K Mohanta" <dkmohanta@bitmesra.ac.in>, "R. Naresh Kumar" <rnaresh@bitmesra.ac.in>

Cc: Office IQAC <office.iqac@bitmesra.ac.in>, "AR (Estate)" <ar.estate@bitmesra.ac.in>

Dear All

We will meet tomorrow at 4:00PM in Institute Conference Hall to compile the suggestions given by the Mock Peer Team NAAC and prepare a MoM to be forwarded to Vice Chancellor for appropriate action on the matters highlighted.

Regards

Note: Mr. Shukla Kindly arrange the venue for the meeting.

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Prof. Sudip Das
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INDIA
Mob: +919431178604
Ph: 0651-2276432(Ext:4576)

IQAC (Director) <dir.iqac@bitmesra.ac.in>

Mon, Dec 16, 2019 at 8:19 AM

To: Priyank Kumar <priyankkumar@bitmesra.ac.in>, "Deputy Registrar(Academic)" <dr.acad@bitmesra.ac.in>, VS Rathore <vsrathore@bitmesra.ac.in>, AKRITI NIGAM <akriti@bitmesra.ac.in>, "Dr. Abhisek Jana" <abhisekjana@bitmesra.ac.in>, Rishi Sharma <rsharma@bitmesra.ac.in>, "AR (Examination)" <ar.exam@bitmesra.ac.in>, "AR (GO)" <ar.go@bitmesra.ac.in>, Shruti Sharma <ar.studaff@bitmesra.ac.in>, Arun Khandelwal <arunkhandelwal.2009@rediffmail.com>, "Dr. D K Mohanta" <dkmohanta@bitmesra.ac.in>, "R. Naresh Kumar" <rnaresh@bitmesra.ac.in>

Cc: Office IQAC <office.iqac@bitmesra.ac.in>, "AR (Estate)" <ar.estate@bitmesra.ac.in>

Dear All

Due to may be PhD admission procedure, many would be engaged in something or other assignments. Due to this our meeting is rescheduled to Tuesday (17/12/2019) at 12:15 PM, Institute Conference Hall. Mr. Shukla please note the changes.

Warm regards

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