



**INTERNAL QUALITY ASSURANCE CELL
BIRLA INSTITUTE OF TECHNOLOGY,
MESRA, RANCHI-835215**

Date: 13 December 2024, 2024

Minutes of IQAC Meeting

Time: 10:00 a.m.

Venue: Conference Hall

Agenda: Data and Evidence Collection for NAAC/AQAR and NIRF Metrics pertaining to Academic Programmes (AP) Office

1. The Office(s) of Dean (Undergraduate Studies) and Dean (Postgraduate Studies) were entrusted with the data and evidence collection for the following metrics pertaining to AP Office for AQAR 2023-24 (Mesra + Lalpur) on 21 October 2024:
1.1, 1.2, 2.1, 3.1, 4.3, 1.1.1, 1.1.2, 1.1.3, 1.2.1, 1.2.2, 1.3.1, 1.3.2, 1.3.3, 1.3.4, 2.2.1, 2.3.1, 2.3.2, 2.3.3, 2.6.1, 2.6.2, 3.1.5, 3.4.4, 3.4.7, 4.1.1, 4.3.1, 4.4.2
2. On 12 December 2024, a meeting was held in the Office of Dean (Postgraduate Studies) and on 13 December 2024 in the Conference Hall to discuss the status of data collation and difficulties being encountered in the same.
3. It was noted that information on some metrics were readily available with the AP Office itself and would be shared with the NAAC Core Team immediately.
4. ERP was directed to provide required inputs to the AP Office on an urgent basis.
5. For metrics where inputs were sought from Academic Departments, the Offices of Dean (UGS) and (PGS) were urged to communicate with and hold meetings with the concerned HoDs to expedite the data collection and if required, the IQAC may also be invited to such meetings.
6. For various metrics, it was suggested that the Agenda for Academic Council meetings may be invited in NAAC format (eg. For course revision, new courses introduced etc) to ensure data collection all year long.
7. It was reiterated that AQAR submission is a recurring annual exercise, with all offices being well informed about the metrics and data being submitted each year. Concerned officials were directed to prepare for such submission well in advance and incorporate the data collection for metrics pertaining to their offices within their regular official activities themselves.
8. The extended deadline for data and evidence submission for metrics pertaining to Dean (UGS) and Dean (PGS) Offices for NIRF and AQAR were decided at 18 December and 20 December 2024 respectively.


BPGS
IQAC:


BUGS


ADUGS


AR(AP)


Arijeet (ERP)

with reference to the point no. 4
we have received the data from
Juno & due to some descri-
ption, we will be communicating
and provided the data as
on urgent basis as soon as
possible.


Dr. T Bhattacharya


Mr. R Rai


Member Secy.


Member Secy.

with reference to point no. 4, Academic office has still not received the data for
MO2023 and SP 2024 sessions. The same has been requested to ERP and we are
committed to provide the data for NIRF and AQAR within the stipulated
deadline.

INTERNAL QUALITY ASSURANCE CELL
BIRLA INSTITUTE OF TECHNOLOGY,
Attendance Report of Meeting



Venue: Institute Conference Hall

Date and Time: 13/12/24, 10:00 AM

Agenda: Discussion related to AQAR/NIRF data with DUGS/DPGS Office.

Sr. No.	Name of the Person	Designation	Signature
1	Rahul Rai	Dy. Registrar	Rahul Rai
2	Abhishek Jana	A.D.-AAC	Abhishek Jana
3	Shruti Sharma	Asst. Registrar	Shruti Sharma
4	Aniket Kumar	ERP	Aniket Kumar
5	Amrik Kumar	Asst. Registrar (Acad. Reg.)	Amrik Kumar
6	Panushree Bhattacharya	IQAC member	Panushree Bhattacharya
7	Sukalyan Chakraborty	ADUGS	Sukalyan Chakraborty
8	Ajeeb Al Sayeed	SR Superintendent	Ajeeb Al Sayeed
9	Animesh Ghosh	Pharmacy NIRF Members	Animesh Ghosh
10	S. S. Solanki	DPGS	S. S. Solanki
11	Sudip Das	Director IQAC	Sudip Das
12	Sanjay Ka. Jha	Dean (UGS)	Sanjay Ka. Jha
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