



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

Minutes of IQAC Meeting #68

**Date:** 04 December 2025

**Time:** 4:00 p.m.

**Venue:** Conference Hall

1. The formats for data collection of AQAR 2024-25 were presented before the team.
2. The SPOC allocation is as follows:

CONCERNED OFFICE	SPOC
DUGS/DPGS	Tanushree Bhattacharya/ Deepti Gola
Examination	Rahul Rai
Registrar Office	Shruti Sharma
DoFA	Joydeep Dhar / Alok Jain
DAAC	Rahul Rai
PIC-ICTC	Sitanshu Sekhar Sahu
Accounts	Akriti Nigam / Nimmy Kumari
Director IQAC	Shruti Sharma
DRIE	Bapi Gorain
Library	Akriti Nigam
DOSA	A Jana / Junaid Akhtar
SCHOLARSHIP	A Jana / Junaid Akhtar
PIC-CDC	Dharmendra Chand
DAIR	Dharmendra Chand
ICC	Tanushree Bhattacharya
DOIP	Bapi Gorain
CEE/Energy Management	Junaid Akhtar
18 Departments	Animesh Ghosh
Lalpur	Bapi Gorain / Niraj Mishra
University Polytechnic	Junaid Akhtar
Deoghar	Tanushree Bhattacharya / Deepti Gola
Patna	Arkadeb Mukhopadhyay / Nimmy Kumari
Noida	Akriti Nigam / Kalyan Koley
Jaipur	Alok Jain / Joydeep Dhar

**Responsibilities of SPOC:** to ensure that the data and evidence submitted by the "Concerned Office" is submitted timely, verifying it and ensuring its adherence to NAAC guidelines, and extending assistance to the Concerned Office, if necessary.

3. A new email id was proposed to be created for the purpose of AQAR data collection and sharing.
4. The decided initial deadline for submission of data by Concerned Offices to IQAC was 29 December, 2025.

**IQAC**

*Animesh Ghosh*  
05.12.25  
Dir IQAC

*Bhattacharya*  
5/12/25  
Dr. T Bhattacharya

*A Jana*  
Dr. A Jana

*Akriti Nigam*  
5/12/25  
Dr. A Nigam

*Bapi Gorain*  
Dr. B Gorain

*Deepti Gola*  
Dr. D Gola

*Arkadeb Mukhopadhyay*  
Dr. A Mukhopadhyay

*A Jain*  
Dr. A Jain

*Could not attend*  
Dr. J Dhar

*Junaid Akhtar*  
Dr. J Akhtar

*Rahul Rai*  
Mr. R Rai

*Shruti Sharma*  
Member Secy

**INTERNAL QUALITY ASSURANCE CELL  
BIRLA INSTITUTE OF TECHNOLOGY,**

Attendance Report of Meeting #68 of IQAC



Venue: Conference Hall

Date and Time: 04 Dec 2025 at 4.00 p.m.

Agenda: AQAR 2024-25 SPAC discussion

Sr. No.	Name of the Person	Designation	Signature
1	Panushree Bhattacharya	Asst Member, IQAC	[Signature] 4/12/25
2	Md. Junaid Akhtar	Member, IQAC	[Signature] 4/12/25
3	Alok Jain	Member, IQAC	[Signature] 4/12/25
4	Bapi Gosain	Member, IQAC	[Signature] 4/12/25
5	Deepthi Gola	Member, IQAC	[Signature] 4/12/25
6	KALYAN KOLEY	1st Year Coordinator	[Signature] 04/12/25
7	ARKADEB MUKHOPADHYAY	MEMBER, IQAC	[Signature] 04/12/25
8	Akshiti Nigam	Member, IQAC	[Signature] 4/12/25
9	Shanti Sharma	Member Secy.	[Signature]
10	Animesh Ghosh	Director, IQAC	[Signature]
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