



**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

Dr. T Bhattacharya
5.12.25

Dr. A Jana

Dr. A Nigam
5.12.25

Dr. B Gorain

Dr. D Gola

Dr. A Mukhopadhyay

Dr. A Jain

Conld. not attend

Dr. J Dhar

Dr. J Akhtar

Mr. R Rai

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 SPC discussion

| Sr. No. | Name of the Person | Designation | Signature |
|---------|-----------------------------------|----------------------|-------------------------------|
| 1 | Tanushree Bhattacharya | Member, IQAC | ✓ 04/12/25 |
| 2 | Md. Junaid Akhter | Member, IQAC | Md. Junaid Akhter 04/12/25 |
| 3 | Alok Jain | Member, IQAC | Alok Jain 04/12/25 |
| 4 | Bapi Gorain | Member, IQAC | Bapi Gorain 04/12/25 |
| 5 | Debti Gola | Member, IQAC | Debti Gola 04/12/25 |
| 6 | KALYAN KOLEY | 1st year Coordinator | Qar 04/12/25 |
| 7 | ARKADEB MUKHOPADHYAY MEMBER, IQAC | | ✓ 04/12/25 |
| 8 | Akruti Nigam | Member, IQAC | Akruti Nigam 04/12/25 |
| 9 | Shanti Sharma | Member Secy. | Shanti Sharma |
| 10 | Animesh Ghosh. | Director, IQAC | Animesh Ghosh. |
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