Minutes of the Meeting
IQAC, BIT, Mesra – Local Meeting #1 – 6/3/2018

A local meeting of the members of IQAC was held at 5.15 PM in the Department of Space Engineering and Rocketry.

Members Present:

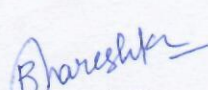|		
Dr. R. Naresh Kumar	Dr. Venkatesan Jayaprakash	Dr. Priyank Kumar
Dr. Aminul Islam	Dr. Rishi Sharma	Dr. Abhisek Jana
Dr. Raju Poddar	Dr. V. S. Rathore	Hiba Ashraf
Dr. Sudip Das		

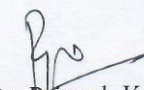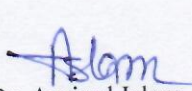**Leave of Absence:**

Pratyush Prakash   Rahul Meena

Deliberations:

1. Dr. Sudip Das has given presentation on the IQAC objectives / functions / composition / AQAR Format.
2. The committee unanimously decided to update/modify the webpage of IQAC, so that the required documents can be uploaded, and essential links can be provided. Dr. Priyank Kumar is entrusted to co-ordinate with the BIT webmaster for the same.
3. The committee has decided to consider 2014-15 as base year for data collection.
4. The work division has been done in following manner:
   Institute Data (ID), Academic Data (AD), Faculty and Staff Data (FSD), Student Data (SD)
   - Dr. Sudip Das: (AD/ID/FSD/SD)
   - Dr. Venkatesan Jayaprakash (AD)
   - Dr. R. Naresh Kumar(ID)
   - Dr. Priyank Kumar(SD/FSD)
   - Dr. Aminul Islam(AD)
   - Dr. Rishi Sharma(FSD)
   - Dr. Abhisek Jana (AD/SD/Member Secretary [Local Meetings])
   - Dr. Raju Poddar(FSD)
   - Dr. V. S. Rathore(ID)
   - Hiba Ashraf (Data handling and storage Photos/Videos/Presentation)
   - Pratyush Prakash (Data handling and storage Photos/Videos/Presentation
   - Rahul Meena (Data handling and storage Photos/Videos/Presentation

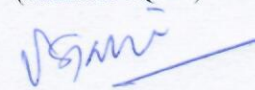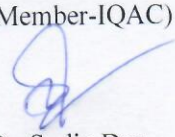|		
Dr. R. Naresh Kumar (Member-IQAC)	Dr. Venkatesan Jayaprakash (Member-IQAC)	Dr. Priyank Kumar (Member-IQAC)
Dr. Aminul Islam (Member-IQAC)	Dr. Rishi Sharma (Member-IQAC)	Dr. Abhisek Jana (Member-IQAC)
Dr. Raju Poddar (Member-IQAC)	Dr. V. S. Rathore (Member-IQAC)	Hiba Ashraf (Member-IQAC)
	Dr. Sudip Das (Director-IQAC)	