



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

**MEETING #2 OF TEAM NIRF 2024**

**Date:** 11 October, 2023

**Time:** 10:00 a.m.

**Venue:** Institute Conference Hall

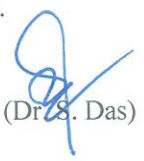
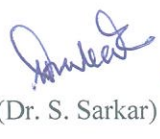



A meeting was held to discuss the following points regarding participation in NIRF 2024.






1. **Assignment of duties for data collection, compilation and online filing** – The following SPOCs were designated to collect, compile and file data for NIRF 2024:

Sl.	Type of Data	Source(s)	SPOCs
1	Sanctioned Intake and Actual Student Strength	Admission Office	Dr. A Ghosh
2	Scholarship	Scholarship + DOSA	Dr. S Sarkar
3	Placement & Higher Studies	CDC, Acad. Depts., Exam, Stu. Sec., ERP	Dr. DK Chand
4	Graduation Data	Examination	Dr. S Sarkar
5	PHD Student Details	DPGS	Dr. S Chakraborty
6	Online Courses	DUGS + DPGS	Dr. S Chakraborty
7	Financial Resources	Accounts	Dr. SS Sahu
8	Executive Development Programs & Management Development Programs	Academic Departments	Dr. S Roy
9	NBA & NAAC Accreditation	IQAC	Ms. S Sharma
10	Faculty Details	DoFA / Departments	Dr. MK Pandey
11	Sponsored Research, Consultancy, Patents	DRIE	Dr. SK Mishra
12	Data under “Research” category	DRIE	DRIE Office
13	Data under “Innovation” category	DRIE	Convener, IIC
14	Compilation and assimilation of data for “Architecture” category	--	Dr. S Sarkar
15	Compilation and assimilation of data for “Engineering” category	--	Dr. SS Sahu + Dr. MK Pandey
16	Compilation and assimilation of data for “Management” category	--	Dr. S Roy
17	Compilation and assimilation of data for “Pharmacy” category	--	Dr. A Ghosh
18	Compilation and assimilation of data for “Overall” category	--	Entire Team

2. **Proposed Timelines for Data Collection** – SPOCs to ensure that emails for data collection go out by 12<sup>th</sup> October, 2023 and an initial deadline of 19<sup>th</sup> October, 2023 may be given to departments/offices for submission of data.
3. **ERP Implementation of Higher Studies Form** – The ERP Implementation Team (invited) was briefed about the application form for collecting Higher Studies Data approved in the 1<sup>st</sup> Meeting of Team NIRF 2024 held on 04/10/23. The same form (attached) shall be incorporated into ERP with all fields as mandatory. A link shall then be shared with all concerned offices who issue these certificates. The data access shall be with Career Development Cell.

**Team NIRF 2024:**

 (Dr. S. Das)     (Dr. S. Sarkar)     (Dr. A. Ghosh)     (Dr. S. Chakraborty)     (Dr. S. Roy)

 (Dr. S.S. Sahu)     (Dr. D.K. Chand)     (Dr. S.K. Mishra)     (Dr. M.K. Pandey)     (Ms. S. Sharma)

**Invited (ERP Implementation Team):**

 (Dr. Manish Kumar)

 (Mr. Nitish K Sinha)

**DRAFT**

**FORMAT FOR MIGRATION/TC, BONFAFIDE, CHARACTER, COURSE COMPLETION,  
EXTRA CURRICULAR SPECIALIZATION CERTIFICATES, TRANSCRIPTS,  
REFERENCES**

*(to be implemented in ERP by respective Departments/Offices issuing these certificates)*

1. Name of Student:
2. Roll No:
3. Campus:
4. Department:
5. Program:
6. Branch:
7. Year of Course Completion:
8. Name of Guide:
9. Purpose for obtaining certificate: (the following options shall appear in drop down)
  - a. Higher Studies
  - b. Employment
  - c. Others

**If Applicant Chooses “Higher Studies”**

10. Name of the Institute for Higher Studies:
11. Location of the Institute for Higher Studies:
12. Program name:
13. Duration of Program:
14. Enrolment number:
15. Upload Admission Letter OR ID Card
16. Fee receipt / payment gateway (if applicable)

**If Applicant Chooses “Employment”**

10. Name of organization for employment:
11. Designation
12. Upload Employment Offer Letter
13. Fee receipt/payment gateway (if applicable)

**If Applicant Chooses “Others”**

10. Provide Details: \_\_\_\_\_

**INTERNAL QUALITY ASSURANCE CELL**  
**BIRLA INSTITUTE OF TECHNOLOGY,**  
**Attendance Report of Meeting**  
Meeting #02 of Team NIRF 2024



**Venue:** INSTITUTE CONFERENCE HALL

**Date and Time:** 11 OCT, 2023 at 10:00 a.m.

**Agenda:** Assigning Data Collection Duties; ERP Implementation of Higher Studies form

Sr. No.	Name of the Person	Designation	Signature
1	SUDIP DAS	DIRECTOR (IQAC)	
2	S. SARKAR.	Prof. ARP.	
3	D. K. CHAND	ASST. PROF	
4	SUPRIYO Roy	ASST. Prof.	
5	S. K. MISHRA	ASST. prof.	
6	S. S. Sahu	ASST. prof	
7	Manish Kumar	Assoc. prof	
8	SHRUTI SHARMA	ASST. REGISTRAR	
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