



बिरला प्रौद्योगिकी संस्थान

BIRLA INSTITUTE OF TECHNOLOGY

(विद्युतानुशासित अध्यापन 1956 का धारा 3 के तहत मान्यता प्राप्त विश्वविद्यालय) A Deemed to be University u/s 3 of the UGC Act, 1956)

विस्तार परिसर (पटना) - 800014 (भारत) OFF-CAMPUS (PATNA) - 800014 (INDIA)

दूरभाष/Phone: 9264450104

वेबसाइट/website: <http://www.bitpatna@bitmesra.ac.in>

Ref: BITP/AR(Acad.)/00/25-26/32

11th December 2025

OFFICE ORDER

INTERNAL QUALITY ASSURANCE CELL (IQAC)

In suppression of earlier Office Order No. BITP/AR(Acad.)/24-25/10 dated July 10, 2024, the Internal Quality Assurance Cell (IQAC) of the BIT Patna is hereby re-constituted as under:

S. N.	Name	Appointment	Department	Designation
A)	Prof. Anand Kumar Sinha	Director		Chairperson-Ex-officio
B)	Senior Faculty			
1.	Dr. Sanjay Kumar Sinha	Associate Professor	Science	Coordinator (IQAC)
C)	Faculty Nominees			
1.	Dr. Abhinav Kumar Shadilya	Associate Professor	Management	Member & Departmental NAAC/NBA Coordinator
2.	Dr. Monika Singh	Asst. Professor	Management	
3.	Mr. Shridhar Kumar	Asst. Professor	CSE	
4.	Dr. Ajit Kumar Keshri	Asst. Professor	CSE	
5.	Dr. Naren Das	Asst. Professor	ECE	
6.	Dr. Asif Hasan	Asst. Professor	EEE	
7.	Dr. Soumen Mandal	Asst. Professor	Mechanical Engg.	
8.	Dr. Premrata Singh	Asst. Professor	Science	
9.	Dr. Kumari Sweta	Asst. Professor	Civil Engg.	
D)	Senior Administrative Officers			
1.	Ms. Trisha Kumar	Asst. Registrar	Academics & HR	Member Secretary
2.	Mr. Raj Kumar	Asst. Registrar	Training & Placement	Member
3.	Mr. Anand Kumar Singh	Accounts Officer	Accounts	Member
E)	Nominee from the Management of BIT-Patna			
1.	Prof. S.P. Lal	Professor		Member
F)	Nominee from Local Society, Students & Alumni			
1.	Mr. Vivek (2005-2009 Batch, Joint Director GST Govt. of Bihar)			Member
2.	Mr. Abhishek Bharadwaj (2006-2010 Batch, Founder Webmarked)			Member
G)	Nominee from Employers, Industrialists, Stakeholders			
1.	Mr. K P S Keshri (Former President; Bihar Industries Association, MD Amrapali food packaging)			Member
2.	Mr. A K Rai (Director; Arch AiD Architects and Engineers PVT Ltd.)			Member
H)	Other Office Bearers			
1.	In-charges	Admission, ERP, Examination, ICT, Library		Member- Ex-officio

Scope of the IQAC Cell

The scope of functions of IQAC shall be:

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the BIT Patna.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback response from students, parents, alumni and employers on quality related institutional processes.

(Signature)
11/12/2025



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- d) Dissemination of information on various quality parameters of higher education.
- e) Organization of inter and intra university workshops, seminars on quality related themes and promotion of quality circles.
- f) Documentation of the various programs/activities leading to quality improvement.
- g) Acting as a nodal agency of the BIT Patna for coordinating quality-related activities, including adoption and dissemination of best practices.
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality.
- i) Provide a sound basis for decision-making to improve University functioning.
- j) Build an organized methodology of documentation and internal communication.
- k) Development of Quality Culture in the BIT Patna.
- l) The Cell shall look into the quality assurance parameters and other related issues such as NBA/NAAC Accreditation etc., as per the IQAC guidelines (www.ugc.ac.in/IQAC_guidelines.pdf).
- m) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.
- n) Any other relevant matters referred by the Director, to the above committee from time to time.

Tenure: Till further orders.

Meetings and Quorum: The IQAC shall meet as often as may be necessary but at least once in three months. The attendance of at least two-third of the total number of members shall constitute the quorum for the meeting.

Role of Member Secretary:

- a) Scheduling and administration of meeting, record-keeping, and to meet the governance requirements.
- b) Making sure meetings are regularly organized and minutes recorded efficiently.
- c) Thorough communication and correspondence with all stakeholders.
- d) Minutes/Recommendations of the IQAC shall be duly approved by the Competent Authority.

This has the approval of the Competent Authority.

Ms. Trisha Kumar
Asst. Registrar (Acad. & HR)

Copy to:

- 1. Director, IQAC, BIT Mesra
- 2. All Committee members
- 3. All Faculty/Officers/Staff Members
- 4. Notice Boards
- 5. Office File