



RTC INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi and

Affiliated to Jharkhand University of Technology, Ranchi)

Anandi, Ormanjhi, Ranchi – 835219, Jharkhand



Ref.: RTCIT/P/417/ISAC/01

Date: 20/12/2021

OFFICE ORDER

Sub.: Constitution of Internal Quality Assurance Cell (IQAC)

The Internal Quality Assurance Cell (IQAC) is hereby reconstituted with the following primary objectives:

- To develop a system for conscious, consistent, and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

The composition of the committee is as mentioned below:

Sl. No.	Name and Designation	Committee Composition	Responsibility
1	Dr. T.K. Das, Principal	Head of Institution	Chairman
2	Sumeet Raj, MD	Management	Member
3	Rajesh Singh, HoD, CSE	Teacher	Member
4	Vijay Kumar, HoD, CE	Teacher	Member
5	Sarita Kumari, Asst. Prof., ECE	Faculty and Alumni	Member
6	Anil Shaw, I/c Accounts	Administration	Member
7	Bikash Kumar Singh, Rare Metals & Chemicals, Ranchi	Industry Representative	Member
8	Dr. R.P. Sharma, Prof., ME, BIT, Mesra	Stake Holder (HEI)	Member
9	Praveen Kumar, Director, ARF Design, Ranchi	Employer	Member
10	Randhir Chaudhary	Local Community Representative	Member
11	Ramesh Kumar Bhasin, BIT Gate, Mesra	Stake Holder (Parent)	Member
12	Amit Kumar Saw, EEE, B.Tech.	Student	Member
13	Hare Krishna, COE	Senior Faculty	Co-ordinator

Functions

Some of the functions expected of the IQAC are:

- Development and application of quality benchmarks.
- Parameters for various academic and administrative activities of the institution.
- 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.
- Collection and analysis of feedback from all stakeholders on quality-related institutional processes.
- Dissemination of information on various quality parameters to all stakeholders.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.



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- f) Documentation of the various programmes/activities leading to quality improvement.
- g) Acting as a nodal agency of the Institution 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) Periodical conduct of Academic and Administrative Audit and its follow-up.
- j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

Copy to:

- 1. Director / Asst. Director/ Dean
- 2. Committee members
- 3. NAAC Coordinator

Principal
20/12/2021

PRINCIPAL
RTC INSTITUTE OF TECHNOLOGY
ANANDI, ORMANJHI
RANCHI-835219

Approved

[Signature]
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