



B.T. Institute of Excellence

(Approved by Higher Education, Govt. of M.P. and NCTE, New Delhi)

Affiliated to Dr. Harisingh Gour Vishwavidyalaya, Sagar

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Run by : Little Star Education Society

Ref. No.

Date :

Internal Quality Assurance Cell (IQAC) Academic Year 2019-20

Notice

Ref. No. BTIRT /IQAC/Notice/2019/

Date: 25/11/2019

NOTICE

All the Internal Quality Assurance Cell (IQAC) committee members are hereby informed to attend the IQAC meeting scheduled on Saturday, 07/12/2019 at 4.00PM in the Seminar Hall.

Agenda:

1. Welcome and review of IQAC Meeting 3.
2. Entrepreneurship and skill development programs to be conducted.
3. Review on the quality of Publications
4. Any other point, if any with permission of the Chairperson

Dr. Kalpana Jain
IQAC, Coordinator



Dr. Raju Tandan
IQAC, Chairperson

Copy to:

- Chairperson
- Members from Management
- Nominees from Employers / Industrialists / Stakeholders
- Nominees from Local society/Students/Alumni
- Members Academic/Examination / Administration
- Librarian



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Internal Quality Assurance Cell (IQAC) Academic Year 2019-20

Minutes of Meeting -IQAC Meeting on Saturday, 07/12/2019 at 04:00pm

Ref. No. BTIE/IQAC/2019/

Date:07/12/2019

Minutes of Meeting

A meeting of Internal Quality Assurance Cell (IQAC) was convened on Saturday, 07/12/2019 at 04:00 pm in Conference Hall. The agenda of the meeting was to discuss the role, quality objectives, strategies, functions and benefits of IQAC to strengthening quality in processes in Academics, Research, and Professional development of students. Following IQAC Members were present for the meeting:

1. Dr. Raju Tandan (Chairperson)
2. Dr. Kalpana Jain (IQAC Coordinator)
3. Mr. Santosh Jain (Management)
4. Mr. Hitesh Patel (Senior Admn. Officer)
5. Dr. Sandeep Jain (Society's Nominee)
6. Ms. Jahnvi Goswami (Nominee of students)
7. Dr. Suresh Kori (Teachers representative)
8. Dr. Mahesh Kathal (Teachers representative)
9. Dr. Subodh Jain (Adviser)
10. Dr. Ritu Jain (Teachers representative)
11. Mrs. Rashmi Kango (Teachers representative)
12. Mr. Bhupendra Pandey (Teachers representative)

IQAC Coordinator, welcomed Principal and Chairperson Dr. Raju Tandan and introduced IQAC members to the Chair. Meeting started with permission of the Chair.

Following points were discussed in the meeting as per the agenda-

1. Review of IQAC Meeting 3-

Principal and Chairperson Dr. Raju Tandan welcomed all the members, reviewing the previous meeting he stated that few research eminent members were asked to work on the policies, also list of areas to be covered under CCTV in first phase were given to the management.

2. Review on the quality of Publications

IQAC Coordinator, Dr. Kalpana Jain, stated that as we are just about to finalize the policies for publication work, it demands a good evaluation team to review the work, so that we can motivate and encourage the hard work, those who are seriously working on the same.

Also, he suggested that we need to organize good workshops for the faculties to learn the essentials of the research/field work.

3. Inclusion of soft skill training, aptitude training in the curriculum

Principal, added that the subjective courses are not enough for overall development of the students, also faculties in regular intervals needs to learn updated ways of soft skills. Thus he suggested to arrange and include the soft skill and personality development, aptitude training in the courses as a regular part of our curriculum.

4. Deputations of Program Coordinators for each Department

Mr. Sandeep Jain, suggested that for effective working, all the departments of each course and program need to appoint Co-ordinators for academic, project, examination, University documentation, Training and placement, and Sports & cultural activities. All the members agreed for the same.

Meeting ended with vote of thanks to the chair.



Dr. Raju Tandan
IQAC, Chairperson

Internal Quality Assurance Cell (IQAC)


Academic Year 2019-20

Action Taken Report of IQAC Meeting on Saturday, 07/09/2019 at 04:00pm

Action Taken Report

Dr. Kalpana Jain IQAC Coordinator put forth the actions taken report on agenda points, which discussed in the meeting, as under:

	Suggestion	Action Taken
1	Dr. Raju Tandan (Principal) & IQAC, Chairperson suggested that proper policies to be framed for research work in the organization	Administration in cooperation with few research eminent members are asked to work on the policies.
2	Dr. Raju Tandan (Principal) & IQAC, Chairperson suggested the administration to identify the areas to be covered under CCTV	As per the suggestion from IQAC Chairperson, list of areas to be covered under CCTV in first phase were given to the management



Dr. Kalpana Jain
IQAC, Coordinator



Dr. Raju Tandan
IQAC, Chairperson