



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. BTIE /IQAC/Notice/2020/

Date: 24/02/2020

NOTICE

All the Internal Quality Assurance Cell (IQAC) committee members are hereby informed to attend the IQAC meeting scheduled on Saturday, 07/03/2020 in the Seminar Hall at 04:00pm.

Agenda:

1. Welcome and review of IQAC Meeting 4.
2. Reviewing of POs and COs of all courses
3. Conduction of Academic and administrative audit
4. Result analysis of current semesters
5. Any other point, if any with permission of the Chair

Dr. Kalpana Jain
IQAC, Coordinator



Dr. Raju Tandon
IQAC, Chairperson

Copy to:

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



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Internal Quality Assurance Cell (IQAC)

Academic Year 2019-20

Minutes of Meeting -IQAC Meeting on Saturday, 07/03/2020 at 04:00pm

Ref. No. BTIE/IQAC/2020/

Date: 07/03/2020

Minutes of Meeting

A meeting of Internal Quality Assurance Cell (IQAC) was convened on Saturday, 07/03/2020 at 04:00 pm in the Seminar 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, and Professional development of students. Following IQAC Members were present for the meeting:

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

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

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

1. Review of IQAC Meeting 4

Principal and Chairperson Dr. Raju Tandan welcomed all the members, reviewing the previous meeting, he stated that list of Coordinators (Academic, Examination, Sports & Cultural, Projects, University Documentation, discipline) has been submitted to the management from all the departments.

2. Reviewing of POs and COs of all courses

IQAC Coordinator, Dr. Kalpana Jain elaborated the importance of COs and POs in academic development and necessity of reviewing and updating them at regular intervals. Course Outcomes (COs) are what the student should be able to do at the end of a course. The most important aspect of a CO is that it should be observable and measurable. Program Outcomes (POs) are statements that describe what the knowledge, skills and attitudes students should have at the time of graduation. Thus, all the faculties from all the courses are required to review and submit their COs and POs to the principal.

3. Conduction of Academic and administrative audit

Principal and Chairperson IQAC Dr. Raju Tandan, stated that Academic and administrative audit is an essential part of our system, it guarantees the right application and efficiency of the institution's systems, infrastructure, practices, human resources, and facilities. The institution's advantages, disadvantages, possibilities, and challenges are revealed through AAA. Academic audit will promote organizational and academic rigor.

The agenda discussion came with a consensus that the first academic and administrative audit can be done at the end of June'2020.

Regarding the same, resource requirement and management is to be taken care by the administrative section. IQAC Coordinator will get the audit formats and other documentation prepared for further proceedings.

4. Result analysis of current semesters

Principal Sir asked the faculties to prepare the result analysis and classify the slow learners, so as to arrange remedial and tutorial classes for such students. He also emphasized that slow learners may require a different teaching learning pedagogy and it the responsibility of the faculties to work upon their approach of teaching the slow learners.

5. Any other point, if any with permission of the Chair

Principal Sir added few points on class timing adherence and regular demo sessions of junior faculties.

Meeting ended with vote of thanks to the chair.



Dr. Raju Tandan
IQAC, Chairperson




Dr. Raju Tandan
IQAC, Chairperson


Internal Quality Assurance Cell (IQAC)
Academic Year 2019-20
Action Taken Report of IQAC Meeting on Saturday, 07/12/2019 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 shown in the following table:

	Resolution	Action Taken
1	Dr. Raju Tandan (Principal) & IQAC, Chairperson suggested to make departmental coordinators	List has been submitted to the management from all the departments.
2	Dr. Raju Tandan (Principal) & IQAC, Chairperson suggested a team for reviewing research/publication work	As per the suggestion from IQAC Chairperson, Dr. Suresh Kori was asked to make a team under his supervision for the same.
3	Dr. Raju Tandan (Principal) IQAC, Chairperson suggested to prepare a plan for soft skill development among students	Mr. Sabir Aazad was asked to prepare the plan for the same.


Dr. Kalpana Jain
IQAC, Coordinator


Dr. Raju Tandan
IQAC, Chairperson