



# B.T. Institute of Excellence

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

Affiliated to Dr. Harisingh Gour Vishwavidyalaya, Sagar

Mob. No.: 9926459169, 8435208060, 9179071001

www.btie.in / e-mail : btiesagar@rediffmail.com

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: 25/05/2020

### NOTICE

All the Internal Quality Assurance Cell (IQAC) committee members are hereby informed that, the IQAC meeting is scheduled on Saturday, 06/06/2020 in the Seminar Hall at 04:00pm. All are requested to attend.

#### Agenda:

1. Review of IQAC Meeting 5.
2. Completion of syllabus through online classes
3. Committee for Academic and administrative audit
4. To establish COVID Centre in the Institute premises
5. Training sessions to all faculties for online teaching
6. Any other point, if any with permission of the Chair

Dr. Kalpana Jain  
IQAC, Coordinator



Dr. Raju Landan  
IQAC, Chairperson

Copy to:

- ▶ Chairperson
- ▶ Members 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, 06/06/2020 at 04:00pm

Ref. No. BTIE/IQAC/2020/

Date: 06/06/2020

#### Minutes of Meeting

A meeting of Internal Quality Assurance Cell (IQAC) was convened on Saturday, 06/06/2020 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, 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 Administrative Officer)
5. Mr. 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. Prof. Subodh Jain (Adviser)
10. Dr. Ritu Jain (Teachers representative)
11. Mrs. Rashmi Kango (Teachers representative)
12. Mr. Bhupendra Pandey (Teachers representative)

IQAC Coordinator, Dr. Kalpana Jain welcomed Principal and Chairperson Dr. Raju Tandan and IQAC members.

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

**1. Welcome and review of IQAC Meeting 5**

The 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. The academic teams started working over the MoUs and industries in collaboration with each other.

**2. Completion of syllabus through online classes**

During the meeting, we reviewed our progress in covering the syllabus through online classes, noting that approximately 90% of the syllabus has been completed. The main challenges identified included bandwidth issues affecting the quality of online sessions and students' difficulties in accessing materials. To improve the situation, strategies such as providing recorded lectures, enhancing technical support, and establishing regular communication channels. Action items were assigned, including coordinating with IT for technical support, compiling FAQs and creating tutorials, scheduling virtual office hours, and monitoring student engagement.

**3. Committee for Academic and administrative audit**

IQAC Coordinator, Dr. Kalpana Jain, stated that as we need to dedicatedly conduct an academic and administrative audit in current scenario of COVID as well as it is necessary to keep a track of our resources and requirements for better functioning at individual and organizational level.

**4. To establish COVID Centre in the Institute premises**



Dr. Raju Tandan informed that looking at the current times, BTIE realizes our responsibility towards our society and humanity as a whole, and thus we need to establish a COVID Centre in BTIE premises. All members appreciated the initiative to be taken.

**5. Training sessions to all faculties for online teaching**

Mr. Sandeep Jain, member, management suggested that for effective working, the time demands more focus on the teaching approaches of the faculties, thus we need to work upon certain training sessions for the faculties so that they can deliver the sessions effectively online. All members agreed for the same.

**6. Any other point, if any with permission of Respected Chairperson**

Principal Sir added few more matters to be taken care of, like time management, team coordination and proper reporting among the departments.

Meeting ended with vote of thanks to the chair.



Dr. Raju Tandan  
IQAC, Chairperson

Dr. Raju Tandan  
IQAC, Chairperson

A circular purple stamp with the text "BT Institute of Excellence" around the top edge and "IQAC" at the bottom. In the center, there is a green signature that reads "Rajio". Below the signature, the text "Dr. Raju Tandan IQAC, Chairperson" is written in purple.

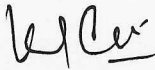
**Internal Quality Assurance Cell (IQAC)  
Academic Year 2019-20**

**Action Taken Report of IQAC Meeting on Saturday, 07/03/2020 at 04:00pm**

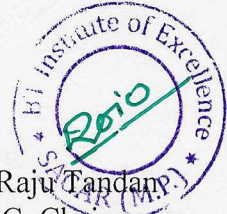
**Action Taken Report**

Dr. Kalpana Jain, IQAC Coordinator put forth the action taken report on agenda points, discussed in the meeting, as shown in the following table:

	Suggestion	Action Taken
1	Dr. Raju Tandan (Principal) & IQAC, Chairperson suggested to list down all requirements for first AAA	List was submitted to the management from administration section for review.
2	Dr. Raju Tandan (Principal) IQAC, Chairperson suggested a team for COVID Centre in the college premises	As per the suggestion from IQAC Chairperson, the team submitted a layout for the same.



Dr. Kalpana Jain  
IQAC, Coordinator



Dr. Raju Tandan  
IQAC, Chairperson