



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 2018-19

Notice

Ref. No. BTIE /IQAC/Notice/2019/

Date: 20/05/2019

NOTICE

All the HOD's and Internal Quality Assurance Cell (IQAC) committee members are hereby informed to attend the IQAC meeting to be held on Saturday, 01/06/2019 at 04:00pm in the seminar hall.

Agenda:

1. Welcome and review of IQAC Meeting
2. To review and improve a proper internal evaluation system.
3. Guest lecture from course relevant experts'
4. Faculties to be educated concerning COs and POs
5. Analysis of semester results
6. Any other point, if any with permission of the Chair.

Dr. Kalpana Jain
IQAC, Coordinator



Dr. Raju Pandan
IQAC, Chairperson

Copy to:

- Chairperson
- Member from Management
- Nominees from Employers / Industrialists / Stakeholders
- Nominees from Local society/Students/Alumni
- Principal, Education.
- Members Academic/Examination / Administration
- Member Librarian
- Faculty Members of various departments.



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Internal Quality Assurance Cell (IQAC) Academic Year 2018-19

Minutes of Meeting -IQAC Meeting on Saturday, 01/06/2019 at 04:00pm

Ref. No. BTIE/IQAC/2019/

Date:01/06/2019

Minutes of Meeting

A meeting of the Internal Quality Assurance Cell (IQAC) was convened on Saturday, 01/06/2019 at 04:00 pm in the Seminar Hall for Academic Year 2018-19. The agenda of the meeting was to discuss the role, quality objectives, strategies, functions and benefits of IQAC to strengthening quality 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 (member of Management)
4. Mr. Hitesh Patel (Senior Admn. Officer)
5. Dr. Sandeep Jain (Nominee from Society)
6. Ms. Jahnvi Goswami (Student Nominee)
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 the committee members and introduced all the IQAC members to the Chair. Meeting started with the permission of the Chairperson. Following points were discussed in the meeting as per the agenda

1. Welcome and review of IQAC Meeting

Principal and Chairperson welcomed all the members present in the meeting. Faculty members were asked to arrange meeting regarding innovative teaching and projects development. The chairperson informed that a national conference on the "Role of Science and Technology in crime prevention" (March 8-9, 2019) was organized in the college in collaboration with Indian Science Congress, Sagar Chapter and State Forensic Science laboratory, Sagar.

2. To review and improve a proper internal evaluation system

IQAC Coordinator Dr. Kalpana Jain, discussed the importance of internal evaluation for all courses in BTIE and how does it affect the development of each student and clarity of the faculties as an evaluator equally. She emphasized how can we include various parameters for evaluating the overall personality of the students and can take corrective actions accordingly.

3. Guest lecture from course relevant experts'

Principal Dr. Raju Tandan suggested that in spite the courses being taught to the students it would be beneficial if we invite expert talks regularly in the college, it will add to the versatility of the college and will add up to the knowledge and exposure for them.

4. Feedback from Stakeholders on curriculum

Member of the Local Society Prof. Subodh Jain suggested that it is very important to regularly take feedback from all the stakeholders. Thus, it is advised to prepare a feedback form for the stakeholders and review the same regularly for betterment of the organization.

All the members agreed for the same.

6. Faculties to be educated concerning COs and POs

Principal Dr. Raju Tandan in context of NAAC working, suggested all the faculty members to work upon various criterias and asked to make themselves aware of the COs and POs and work on them dedicatedly in order to impart the academic part effectively.

7. Result analysis of odd semester

Principal asked the faculties to prepare the result analysis and identify 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 is the responsibility of the faculties to work upon their approach of teaching for the benefit of the slow learners.

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

- i. Principal Dr. Tandan suggested to organize more Workshops, Seminars, Faculty Development Program (FDP) to imbibe quality culture among the students and faculties.
- ii. IQAC Coordinator requested IQAC members to support and suggest various probable areas of improvements for its effective and efficient working.

Meeting ended with vote of thanks to the chair.



Dr. Raju Tandan
IQAC, Chairperson

Internal Quality Assurance Cell (IQAC)

Academic Year 2018-19

Action Taken Report of IQAC Meeting on Saturday, 02/03/2019 at 04:00pm

Action Taken Report

Date - 01/06/2019

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:

	Proposal	Action Taken/Resolution
1	Dr. Raju Tandan (Principal) & IQAC, Chairperson suggested that the institute should have a check that faculties are involving in research activities and are being supported	All the faculty members were asked to arrange meeting regarding research and projects development, also it will reflect in their appraisals as well.
2	Dr. Raju Tandan (Principal) & IQAC, Chairperson suggested the Criteria coordinators to study their respective criteria for better understanding	As per the suggestion from IQAC Chairperson, Criteria Coordinators were asked to submit a summary of their Criteria to their IQAC Coordinator in a week.
3	Dr. Raju Tandan (Principal) & IQAC, Chairperson suggested to organize, Workshop, Seminar, Faculty Development Program (FDP) to imbibe quality culture among the students and faculties.	As per the suggestion from IQAC Chairperson, proposal for Workshop /Seminar/ Events are being prepared.
4.	Dr. Raju Tandan proposed to start NCC for Girls and Boys of the college.	NCC for girl's wing (7 M.P. Battalion Signal) started in the college w.e.f. 03.05.2019

Dr. Kalpana Jain
IQAC, Coordinator



Dr. Raju Tandan
IQAC, Chairperson