



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

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

Date: 26/08/2019

NOTICE

All the Internal Quality Assurance Cell (IQAC) committee members are hereby informed that, the IQAC meeting is scheduled on Saturday, 07/09/2019 in the Seminar Hall at 04:00pm. All are requested to attend.

Agenda:

1. Welcome and Review of IQAC Meeting
2. Framing of Research policies for promoting research culture and organization of Conferences/Workshop/STTP etc.
3. Expansion of CCTV coverage in the Campus
4. To continue the Industry-Institute Interaction through Membership & MoU's
5. Result analysis of even semesters
6. To start NCC in the college for boys
7. Any other point, if any, with permission of the Chair.

Dr. Kalpana Jain
IQAC, Coordinator



Dr. Raju Nandan
IQAC, Chairperson

Copy to:

- ▶ Chairperson
- ▶ Members from Management
- ▶ Nominees from Employers / Industrialists / Stakeholders
- ▶ Nominees from Local society/Students/Alumni
- ▶ Faculty members of various departments.
- ▶ Members Academic/Examination / Administration
- ▶ Librarian



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Date :

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

Minutes of Meeting -IQAC Meeting on Saturday, 07/09/2019 at 04:00pm

Ref. No. BTIE/IQAC/2019/

Date:07/09/2019

Minutes of Meeting

A meeting of Internal Quality Assurance Cell (IQAC) was convened on Saturday, 07/09/2019 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, Research, 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 (member of Management) | 10. Dr. Ritu Jain (Teachers representative) |
| 4. Mr. Hitesh Patel (Senior Admn. Officer) | 11. Mrs. Rashmi Kango (Teachers representative) |
| 5. Dr. Sandeep Jain (Society's Nominee) | 12. Mr. Bhupendra Pandey (Teachers representative) |
| 6. Ms. Jahnvi Goswami (Nominee of students) | |
| 7. Dr. Suresh Kori (Teachers representative) | |

IQAC Coordinator, welcomed 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 2

Principal and Chairperson welcomed all the members present. All the faculty members were asked to arrange meeting regarding research and projects development.

As per the suggestion from IQAC Chairperson, new upcoming streams for the students were discussed and feedback forms prepared. Faculty members discussed their Ideas to the academic cell which were compiled and put forward for approval.

2. Framing of Research policies for promoting research culture and organization of Conferences/Workshop/STTP etc.

IQAC Coordinator Dr. Kalpana Jain discussed that as previous meetings emphasized on encouraging faculties and students to participate more and more in workshops, seminars and develop new projects through their studies, it is important for us to have proper policies related to the field project work.

3. Expansion of CCTV coverage in the college campus

Dr. Kalpana Jain elaborated the necessity of surveillance of the college premises, thus increasing the coverage of CCTVs becomes an essential step to be taken.

Further, the principal, Dr. Raju Tandan added the mandatory provisions concerning expansion of CCTV coverage in the college premises, to which the chairman approved for further proceedings regarding the same.

4. To continue the Industry-Institute Interaction through Membership & MoU's

IQAC co-ordinator Dr. Kalpana Jain stated that the college shall work upon encouraging Experts from industries to visit institution to deliver sessions/ Seminar/Webinar and their participation as experts from industries, to organize industrial visits for Faculty members and students. She added to identify the areas for departmental value-added programmes in the areas of recent advances. Committee also suggested to explore the possibilities of MoUs with various organizations.

5. Result Analysis of current semesters

Principal 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 for the slow learners.

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

Principal sir added few more matters to be taken care of, like cleanliness of the premises and each person's contribution in maintaining the same.

Meeting ended with vote of thanks to the chair.



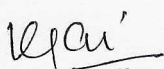
Dr. Raju Tandan
IQAC, Chairperson

Internal Quality Assurance Cell (IQAC)
Academic Year 2019-20
Action Taken Report of IQAC Meeting on Saturday, 01/06/2019 at 04:00pm

Action Taken Report

Dr. Kalpana Jain, IQAC Coordinator put forth the action taken report (ATR) on agenda points, which was discussed in the meeting, as under:

	Proposal	Action Taken
1.	Dr. Raju Tandan (Principal) & IQAC, Chairperson suggested the Criteria 1 coordinator to prepare the feedback forms	As per the suggestion from IQAC Chairperson, feedback forms were prepared
2.	Dr. Raju Tandan (Principal) & IQAC, Chairperson suggested to brainstorm for new ideas for internal evaluation	All faculties submitted their Ideas to the Academic cell which were compiled and put forward for approval



Dr. Kalpana Jain
IQAC, Coordinator



Dr. Raju Tandan
IQAC, Chairperson