



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: 20/02/2019

NOTICE

All the Internal Quality Assurance Cell (IQAC) committee members are hereby informed that, the IQAC meeting is scheduled to be held on Saturday, 02/03/2019 in the Seminar Hall at 04:00pm. All are requested to attend.

Agenda:

1. Welcome and nomination of IQAC Members.
2. NAAC accreditation for BTIE as an upcoming mission
3. To discuss about the strategies, functions and benefits of IQAC.
4. Announcing the role and responsibilities of IQAC members
5. Meeting of Alumni association
6. To develop research culture activities and encourage faculties for the same.
7. Any other point, if any with permission of the Chair

Dr. Kalpana Jain
IQAC, Coordinator



Dr. Rajni Tandan
IQAC, Chairperson

Copy to:

- Chairperson
- Member from Management
- Nominees from Employers/ Stakeholders
- Nominees from Local society/Students/alumni
- HOD, Education
- Members Academic/Examination / Administration
- Librarian
- Faculty.



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Date :

Internal Quality Assurance Cell (IQAC)
Academic Year 2018-19
Minutes of Meeting -IQAC Meeting on 02/03/2019 at 04:00pm

Ref. No. BTIRT/IQAC/2019/

Date: 02/03/2019

Minutes of Meeting

A meeting of Internal Quality Assurance Cell (IQAC) was convened on 02/03/2019 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 (Member of Management)
4. Mr. Hitesh Patel (Senior Administrative Officer)
5. Dr. Sandeep Jain (Nominee from local society)
6. Ms. Jahnvi Goswami (Student's Nominee)
7. Dr. Suresh Kori (Teacher's representative)
8. Dr. Mahesh Kathal (Teacher's representative)
9. Prof. Subodh Jain (Adviser)
10. Dr. Ritu Jain (Teacher's representative)
11. Mrs. Rashmi Kango (Teacher's representative)
12. Mr. Bhupendra Pandey (Teacher's representative)

IQAC Coordinator, Dr. Kalpana Jain welcomed Chairperson and introduced all the IQAC members to the Chair. Meeting started with permission of the Chair.

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

1. Nomination and welcome of IQAC members

The Chairperson welcomed all the members present and made aware about IQAC at college level. He declared the IQAC committee members from faculties, stakeholders, students and alumni representatives, employers and IQAC Coordinator. He emphasized on the continuation and strengthening of all four pillar's philosophy of the institute namely, academic, research and innovation, professional competence and social commitment.

2. NAAC accreditation for BTIE as an upcoming mission

Hon'ble member of Management Mr. Santosh Jain elaborated the importance of NAAC accreditation which assesses academic programs and learning outcomes in order to improve students' overall growth. The NAAC accreditation serves a function, which is to maintain the quality of education among institutes. Furthermore, NAAC facilitates central and scholarship programs. Thus, it becomes essential for the Institute to acquire such quality upliftment.

3. To discuss about the strategies, functions and benefits of IQAC

IQAC Coordinator Dr. Kalpana Jain presented the objectives:

A presentation regarding inception of IQAC and its significance was given by IQAC Coordinator. The strategies, functions and benefits of IQAC were decided after a brain storming session among the IQAC members. Principal suggested that quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realization of the goals of quality enhancement and sustenance also added that the prime task of the IQAC would performance of institutions.

4. Role and responsibilities of IQAC members

IQAC Responsibilities:

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- The relevance and quality of academic and research programs.
- Optimization and integration of modern methods of teaching and learning.
- The credibility of evaluation procedures.

- Ensuring the adequacy, maintenance and proper allocation of support structure and services.
- Sharing of research findings and networking with other institutions in India and abroad.

IQAC Functions

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- Dissemination of information on various quality parameters of higher education.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of various programs/activities leading to quality improvement.
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
- Development of Quality Culture in the institution.
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

IQAC Benefits - IQAC will facilitate / contribute

- To ensure heightened level of clarity and focus in institutional functioning towards quality enhancement.
- Ensure internalization of the quality culture.
- Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices.
- Provide a sound basis for decision-making to improve institutional functioning.
- Act as a dynamic system for quality changes in HEIs.
- Build an organized methodology of documentation and internal communication.

In addition to the detailed introduction of IQAC objectives, functions and benefits, IQAC members were allocated criteria wise work, other members were given a brief about their roles and responsibilities.

5. Meeting of Alumni Association

Alumni plays an important role in building up an effective fraternity for the brand, BTIEians have shown excellent skills and intelligence in all fields of professions, thus the chairperson proposed an Alumni meet during the session 2019-20 and nominated coordinators for the same.

6. To develop research culture and encourage faculties for the same

Adviser Prof. Subodh Jain added a very important point of academics, i.e. research. It is the best activity to develop or improve knowledge and allows to understand specific problems through varied angles that were never identified or talked about much. Thus, more faculties should be encouraged to pursue their research work in various fields for self and organizational development. All the members agreed for the same.

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

Chairperson Dr. Raju Tandan asked faculty members to create awareness among students about the recent advancements in technology. The reflection of this change also needs to reflect through our teaching learning process. He also suggested to organize Workshops, Seminars and Faculty Development Program (FDP) to imbibe quality culture among the students and faculties. He also suggested to start NCC in the college for both Girls and Boys.

IQAC Coordinator Dr. Kalpana Jain requested IQAC members to support and suggest various probable areas for improvements to IQAC for its effective and efficient working.

Meeting ended with vote of thanks to the chair.



Dr. Raju Tandan
IQAC, Chairperson