



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 2020-21

Ref. No. BTIE /IQAC/Notice/2020/

Date: 24/08/2020

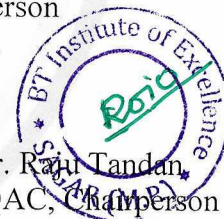
NOTICE

All the Internal Quality Assurance Cell (IQAC) committee members are hereby informed that, the IQAC meeting is scheduled on Saturday, 05/09/2020 in the Seminar Hall at 04:00pm. All are requested to attend.

Agenda:

1. Welcome and review of IQAC Meeting 6.
2. Precautions against COVID for people visiting Institute
3. Action plan concerning class work for AY 2020-21 till condition revive
4. e-content development- recording lecture
5. Motivational sessions for faculties and staff.
6. Any other point, if any with permission of Respected Chairperson

Dr. Kalpana Jain
IQAC, Coordinator



Dr. Rajni Tandan,
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



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 2020-21
Minutes of Meeting -IQAC Meeting on Saturday, 05/09/2020 at 04:00pm**

Ref. No. BTIE/IQAC/2020/

Date: 05/09/2020

Minutes of Meeting

A meeting of Internal Quality Assurance Cell (IQAC) was convened on Saturday, 05/09/2020 at 04:00 pm in the Seminar Hall for Academic Year 2020-21. 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) | 7. Dr. Suresh Kori (Teachers representative) |
| 2. Dr. Kalpana Jain (IQAC Coordinator) | 8. Dr. Mahesh Kathal (Teachers representative) |
| 3. Mr. Santosh Jain (member of Management) | 9. Dr. Subodh Jain (Adviser) |
| 4. Mr. Hitesh Patel (Senior Administrative Officer) | 10. Dr. Ritu Jain (Teachers representative) |
| 5. Dr. Sandeep Jain (Nominee from local society) | 11. Mrs. Rashmi Kango (Teachers representative) |
| 6. Ms. Jahnvi Goswami (Nominee of students) | 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 6

The Chairperson welcomed all the members in the meeting and reviewed the action taken on the IQAC meeting 6

2. Precautions against COVID-19 for people visiting Institute

The IQAC coordinator addressed the members that it's important that precautions are to be taken both inside and outside the classroom to prevent the spread of COVID-19.

Physical distancing and Health, and hand hygiene should be strictly taken care of. No individual should be allowed without mask and without sanitizing at three level before entering the premises.

3. Action plan concerning class work for AY 2020-21 till condition revive

The chairman asked the faculties to cooperate each other and design an action plan for class work of students as they should not feel disconnected from their academics and their learning shall continue as efficiently as before. Thus, all faculty members were asked to brainstorm with their faculties on the action plan for the same.

4. e-content development- recording lecture

The chairman suggested that in the midst of an ongoing lockdown era, the education system is pushing digitally as much as possible, converting classrooms into online spaces and teachers into interactive educators. Various authorities in their respective fields and domains, higher education institutions have suggested the development of interactive classrooms for e-learning. The recent paradigm changes in education approaches not only reduced the gap in equality but also incorporated new strategies for education and creativity in the field. Many schools and universities across the country are trying to provide a sort of virtual learning with the aid of accessible virtual teachers and virtual platforms. Thus, we shall also work on these lines and make our academics also effective.

5. Motivational sessions for faculties and staff

Mr. Sandeep Jain member management suggested that our team is working rigorously in these current pandemic times, they also need motivation for their working, thus it is advised to arrange for a motivational session for all the faculties and staff. All the members agreed for the same.

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

Principal Sir appreciated the participation of all the members.

Meeting ended with vote of thanks to the chair.



Dr. Raju Tandan (Chairperson)



Dr. Raju Tandan

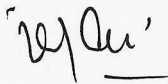
(Chairperson)

Internal Quality Assurance Cell (IQAC)
Academic Year 2020-21
Action Taken Report of IQAC Meeting on Saturday, 06/06/2020 at 04:00pm

Action Taken Report

IQAC Coordinator put forth the actions taken report on agenda points, which discussed in the meeting, as shown in the following table:

	Suggestion	Action Taken
1	Dr. Raju Tandan (Principal) & IQAC, Chairperson suggested for syllabus completion online	All faculty members submitted the proposed dates of their syllabus completion
2	Dr. Raju Tandan (Principal) & IQAC, Chairperson suggested Committee for AAA	As per the suggestion from IQAC Chairperson, Committee for all the department was submitted to the management and AAA was conducted successfully
3	Dr. Raju Tandan (Principal) & IQAC, Chairperson suggested to prepare COVID Centre in BTIE	Administrative team under the supervision of Dr. Raju Tandan prepared the Seminar hall as COVID centre in case of requirement by the district administration.



Dr. Kalpana Jain
IQAC, Coordinator


Dr. Raju Tandan
IQAC, Chairperson