



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 2020-21

Notice

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

Date: 23/11/2020

NOTICE

All the Internal Quality Assurance Cell (IQAC) committee members are hereby informed that, the IQAC meeting is scheduled on Saturday, 05/12/2020 in the Seminar Hall at 04:00pm. All are requested to attend.

Agenda:

1. Welcome and review of IQAC Meeting 7.
2. Appreciation of work done during lockdown
3. Faculty development program (online)
4. CSR during COVID
5. Documentation (record and maintenance) training for faculties and staff
6. Any other point, if any with permission of the Chair

Dr. Kalpana Jain
IQAC, Coordinator



Dr. Raju Tandán
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



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Date :

**Internal Quality Assurance Cell (IQAC)
Academic Year 2020-21
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 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) | 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 (Admn. Officer) | 11. Mrs. Rashmi Kango (Teachers representative) |
| 5. Mr. 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 Principal and Chairperson and IQAC members. Following points were discussed in the meeting as per the agenda

1. Welcome and review of IQAC Meeting 7

Principal and Chairperson 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 with industries in collaboration with each other.

2. Appreciation for work done during lockdown period

Chairman gave an appreciation addressable to all the faculties and staff, for the efforts and dedication they have shown and the effective working which kept the whole team in spite of the difficult times.

3. Faculty Development Program (online)

IQAC Coordinator stated that a FDP should be organized in coming months. We need to understand that Faculty development programs are not just a means to enhance the professional skills of teachers; they act as a catalyst for students' growth and success. By focusing on teaching effectiveness, student engagement, and positive learning outcomes, they offer a comprehensive approach to modern education.

4. CSR during COVID

IQAC Coordinator happily and proudly shared that BTIE as understanding its responsibility towards the society and humanity distributed masks, sanitizers and food packets to the needy, it was a great feeling that we could play our small part for society in difficult times.

5. Documentation (record and maintenance) training for faculties and staff

Mr. Sandeep Jain, member from management suggested that for effective working, all the departments of each course and program and the administration staff need to learn and be careful during documentation of the records in current times, thus a workshop has to be organized. All the members agreed for the same.

6. Any other point, if any with permission of the 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

Internal Quality Assurance Cell (IQAC)
Academic Year 2020-21
Action Taken Report of IQAC Meeting on Saturday, 05/09/2020 at 04:00pm

Action Taken Report

IQAC Coordinator put forth the actions 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 take all precautionary measures in the institute looking into COVID-19 situation	sanitizing at 3 levels and compulsion of marks was strictly followed
2	Dr. Raju Tandan, Principal & Chairperson IQAC, suggested to develop e-content for online session	All faculties prepared their e- content, few faculties started their lectures on YouTube as well
3	Dr. Raju Tandan (Principal) & IQAC, Chairperson suggested to conduct motivational session for faculties and staff	It was planned and dates are in the process of finalization.



Dr. Kalpana Jain
IQAC, Coordinator



Dr. Raju Tandan
IQAC, Chairperson