



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 2021-22
Notice**

Ref. No. BTIE /IQAC/Notice/2021/

Date: 20/08/2021

NOTICE

All the Internal Quality Assurance Cell (IQAC) committee members are hereby informed that, the IQAC meeting is scheduled on, 04/09/2021 in the Seminar Hall at 04:00pm. All are requested to attend.

Agenda:

1. Review of minutes of 10th IQAC Meeting and subsequent action taken.
2. To submit Minor/ Major project proposal and Seminar, conference proposal
3. To inform the Faculty Development Programme on "Financial Literacy Programme"
4. To prepare department Academic calendar based on the Academic Calendar circulated by IQAC
5. To monitor and motivate the staff members to use the video capturing room to record and prepare e- modules.

Dr. Suresh Kori
IQAC,Coordinator



Dr. Raju 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



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Date :

**Internal Quality Assurance Cell (IQAC)
Academic Year 2021-22
Minutes of Meeting -IQAC Meeting on Saturday, 04/09/2021 at 04:00pm**

Ref. No. BTIE/IQAC/Notice/2021-22

Date: 04/09/2021

Minutes of Meeting

A meeting of Internal Quality Assurance Cell (IQAC) was convened on Saturday, 04/09/2021 at 04:00 pm in Conference Hall for Academic Year 2021-22. 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. Mahesh Kathal (Teachers representative) |
| 2. Dr. Suresh Kori (IQAC Coordinator) | 8. Prof. Subodh Jain (Adviser) |
| 3. Mr. Santosh Jain (member of Management) | 9. Dr. Ritu Jain (Teachers representative) |
| 4. Mr. Hitesh Patel (Senior Administrative Officer) | 10. Mrs. Rashmi Kango (Teachers representative) |
| 5. Dr. Sandeep Jain (Society's Nominee) | 11. Mr. Bhupendra Pandey (Teachers representative) |
| 6. Ms. Jahnvi Goswami (Nominee of students) | |

IQAC Coordinator, Dr. Suresh Kori welcomed Principal and Chairperson and members. Meeting started with the permission of the Chair.

Following points were discussed in the meeting as per the agenda

1. Review of minutes of 10th IQAC Meeting and subsequent action taken

Discussed and reviewed the minutes of the IQAC meeting held on 05/06/2021. Confirmed accuracy and any actions pending from the previous meeting. Action taken Report taken based on the decisions made in the previous meeting. Provide updates on progress and completion of tasks.

2. To submit Minor/ Major project proposal and Seminar, conference proposal

Resolved to submit research proposals to MPCST/DBT/DST on or before 15.09.2021.

3. To inform the Faculty Development Program on “Financial Literacy Programme”

All the staff members were requested to attend the Webinar on “Financial Literacy Programme” organized by the Internal Quality Assurance Cell in collaboration with Securities and Exchange Board (SEBI) on 16.09.2021 from 05.00 p.m. to 6.00 p.m.

4. To prepare department Academic calendar based on the Academic Calendar circulated by IQAC

Faculty members were requested to prepare the Departmental Academic Calendar for the year 2021-22 with reference to the given College Academic Calendar (2021-22). They were asked to submit the same to IQAC through Principal on or before 01.10.2021.

Chairperson Dr. Raju Tandan mentioned that faculties have been requested to create awareness among students about the recent changes in the technology. The reflection of this change also needs to reflect through our teaching learning process.

Principal suggested to organize Workshops, Seminars, Faculty Development Program (FDP) to imbibe quality culture among the students and faculties.

IQAC Coordinator Dr. Suresh Kori requested members to support and suggest various probable areas of improvements to IQAC for its effective and efficient working.

Meeting ended with vote of thanks to the chair.



Approved

Dr. Raju Tandan
IQAC, Chairperson



Dr. Raju Tandan
IQAC, Chairperson


Internal Quality Assurance Cell (IQAC)
Academic Year 2021-22
Action Taken Report of IQAC Meeting on Wednesday, 05/06/2019 at 04:00pm

Action Taken Report

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

	Suggestion	Action Taken
1	Focus on Best Practices	Members encouraged to brainstorm and share innovative ideas for best practices.
2	Improve Academic Results	Identified subjects with lower results; strategies implemented to improve performance in those areas.
3	Highlight Activities of AY 2021-22	Departments summarized activities including honors/recognition, workshops/seminars, innovation awards, outreach programs, professional development, and sports/cultural activities. Focus planned for similar activities in AY 2021-22.
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 Dr. Suresh Kori
 IQAC, Coordinator


 Dr. Raju Jandani
 IQAC, Chairperson