



# 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

### Notice

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

Date: 25/05/2021

### NOTICE

All the Internal Quality Assurance Cell (IQAC) committee members are hereby informed that, the IQAC meeting is scheduled on Tuesday, 05/06/2021 in Conference Hall at 04:00pm. All are requested to attend.

### Agenda:

1. Welcome and review of IQAC meeting 9
2. Discussion on best practices.
3. Activities carried out in A.Y.2020-21
4. Academic calendar 2021
5. Value added courses for slow learners
6. Any other point with permission of the chair

Dr. Kalpana Jain  
IQAC, Coordinator



Dr. Raju Tandan  
IQAC, Chairperson

### Copy to:

- Chairperson
- Member from Management
- Nominees from Employers / Industrialists / Stakeholders
- Nominees from 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 2021-22

Minutes of Meeting -IQAC Meeting on Saturday, 05/06/2021 at 04:00pm

Ref. No. BTIRT/IQAC/2021/

Date:05/06/2021

### Minutes of Meeting

A meeting of Internal Quality Assurance Cell (IQAC) was convened on Saturday, 05/06/2021 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. Suresh Kori (Teachers representative)       |
| 2. Dr. Kalpana Jain (IQAC Coordinator)              | 8. Dr. Mahesh Kathal (Teachers representative)     |
| 3. Mr. Santosh Jain (member of Management)          | 9. Prof. 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. Suresh Kori welcomed Principal and Chairperson Dr. Raju Tandan and members.

Following points were discussed in the meeting as per the agenda

**1. Welcome and review of IQAC meeting 9**

Chairperson Dr. Raju Tandan welcomed all the IQAC members and addressed them making aware about the SOPs given by Ministry of Health, Government of India for reopening the institutes, which are to be strictly followed by all.

**2. Discussion on best practices**

Dr. Raju Tandan brought up the matter of best practices which needs more creative planning and new ideas, he suggested that all members shall work upon the ideas and discuss further. Also he added that for individual and organizational development faculties should work for more publications. A review of previous academic years results were taken. It is discussed that for a few subjects, there is a need to improve the results. After view of Covid-19 pandemic situation, the institute has to adapt online teaching-learning methodologies. Various initiatives such as recorded, additional teaching materials, books etc. were taken by staff for conducting teaching-learning processes through offline mode. However, for the next semester, it has been recommended to continue the offline teaching-learning activities along with regular teaching activities as per the guidelines of University.

**3. Activities Carried out during A.Y. 2021-22 by all Departments**

Various activities carried out by the departments were summarized and put before the committee members. The activities included - Honors and recognition received by teachers, Workshops/Seminars Conducted, Awards won by Institution/Teachers/Students, Number of extension and outreach programs conducted through NSS. Innovative teaching-Learning Techniques, Teachers attending professional development programs viz. Orientation Program, Refresher Course, STTP, FDP Sports and cultural activities / competitions organized, National Conferences etc. It has been discussed to give focus on similar activities during AY 2021-22.

**4. Academic calendar 2021**



With the new session commencing IQAC coordinator emphasized on the preparation of academic calendar in sync with university. The calendar shall incorporate all the necessary and important events as well.

**5. Value added courses for slow learners**

IQAC Coordinator Dr. Suresh Kori addressed the members with new agenda of Value-added courses. Value-added courses are those courses designed to enhance the standard of the students beyond those levels specified in academic curriculum. In order to enhance employability of the students value added courses are required to be included in the curriculum.

**6. Any other point with permission of the chair**

Chairperson Dr. Raju Tandan mentioned that HoDs 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. He suggested to organize Workshops, Seminars, Faculty Development Program (FDP) to imbibe quality culture among the students and faculties.

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

Meeting ended with vote of thanks to the chair.



Approved by

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, 06/03/2021 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:

	<b>Suggestion</b>	<b>Action Taken</b>
1	Dr. Raju Tandan (Principal) & IQAC, Chairperson suggested for CSR during COVID	Sanitizers, masks, and food packets were distributed in the public
2	The chairperson suggested that training for documentation has to be provided to faculties and staff	A training online was arranged for faculties and staff, which proved to be beneficial for them.
4	Analyzed previous academic results, emphasized need for improvement, and implemented online teaching strategies like video lectures and e-books. Decided to continue online teaching alongside regular activities.	Reviewed academic results, identified areas for improvement, and implemented online teaching methods such as video lectures and e-books. Agreed to maintain online teaching alongside traditional methods for future semesters.
5	Discussed Ministry of Health guidelines for reopening institutions post-COVID, focusing on sanitization, physical distancing, contactless attendance, queue management, health helplines, ventilation, and safety measures.	Discussed and reviewed Ministry of Health guidelines for post-COVID institution reopening. Planned and implemented measures such as sanitization protocols, physical distancing arrangements, contactless attendance systems, queue management, health helplines dissemination, ventilation improvements, and safety protocols.
6	Acknowledged the successful transition to online platforms during the pandemic and decided to make it an ongoing best practice, ensuring continued online activities for academic and administrative functions.	Recognized the successful shift to online platforms during the pandemic. Decided to institutionalize online activities as an ongoing best practice for both academic and administrative functions.
7.	Dr. Raju Tandan urged members to suggest improvements for IQAC's effective functioning, concluding the meeting with gratitude.	Encouraged members to provide suggestions for enhancing IQAC's efficiency and effectiveness. Concluded the meeting by expressing gratitude to the members for their contributions and suggestions.



Dr. Raju Tandan  
IQAC, Chairperson