

**BTIE**

# 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

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Run by : Little Star Education Society

Ref. No.

Date : .....

## Internal Quality Assurance Cell (IQAC) Academic Year 2020-21

### Notice

All the Internal Quality Assurance Cell (IQAC) committee members are hereby informed that, the IQAC meeting is scheduled on Tuesday, 06/03/2021 in the Seminar Hall at 04:00pm. All are requested to attend.

#### Agenda:

1. Welcome and review of IQAC meeting 8.
2. Review of Academic Result and Action plan for improvement.
3. Resources and Infrastructure requirement in the institution.
4. Awareness of guidelines from Ministry of Health Govt. of India regarding COVID
5. Any other point with permission of the chair.

Dr. Kalpana Jain  
IQAC, Coordinator



Dr. Raju Mandan  
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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## Internal Quality Assurance Cell (IQAC)

Academic Year 2020-21

Minutes of Meeting -IQAC Meeting on Saturday, 06/03/2021 at 04:00pm

Ref. No. BTIE/IQAC/2021-22

Date: 06/03/2021

### Minutes of the Meeting

A meeting of Internal Quality Assurance Cell (IQAC) was convened on Wednesday, 06/03/2021 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)
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 (Nominee of students)
7. Dr. Suresh Kori (Teachers representative)
8. Dr. Mahesh Kathal (Teachers representative)
9. Dr. Subodh Jain (Adviser)
10. Dr. Ritu Jain (Teachers representative)
11. Mrs. Rashmi Kango (Teachers representative)
12. Mr. Bhupendra Pandey (Teachers representative)

IQAC Coordinator, welcomed Principal and Chairperson and introduced all the IQAC members to the Chair. Meeting started with the permission of the Chairperson. Following points were discussed in the meeting as per the agenda-

**1. Welcome and review of IQAC meeting 8**

The Chairperson IQAC welcomed all the members of IQAC. He shared with all that a documentation records and maintenance training was given to all faculties and staff online for effective working.

**2. Review of Academic Result and Action plan for e-Learning activities Resolution**

A review of previous academic years results was taken. It was discussed that for a few subjects, there is a need to improve the results. In view of Covid-19 pandemic situation, the institute has to adapt online teaching-learning methodologies. Various initiatives such as recorded video lectures, additional teaching materials, e-books, etc. were taken by staff for conducting teaching-learning processes through online mode. However, for the next semester, it has been recommended to continue the online teaching-learning activities along with regular teaching activities as per the guidelines of university.

**3. Awareness of guidelines from Ministry of Health Govt. of India regarding COVID**

Planning of reopening of institutions

- i. The institutions conducting skill or entrepreneurship training institutions, higher educational institutions conducting doctoral courses and post graduate studies shall only be allowed to open if they are outside the containment zones. Further, students and staff living in containment zones will not be allowed to attend the Institution. Students and staff shall also be advised not to visit areas falling within containment zones.
- ii. Prior to resumption of activities, all work areas intended for conduct of skill or entrepreneurship training, and post graduate studies including laboratories, other common utility areas shall be sanitized with 1% sodium hypochlorite solution, with particular attention to frequently touched surfaces.

- iii. Wherever skill-based trainings on equipment are envisaged to be utilized, place the equipment 6 feet apart, wherever feasible, to facilitate physical distancing. Similarly, utilize any outdoor space by relocating equipment outside like in verandah, courtyard, shed, etc.
- iv. Instead of biometric attendance alternate arrangements for contactless attendance may be made.
- v. For ensuring queue management, inside and outside the premises, specific markings on the floor with a gap of 6 feet may be made and be adhered to.
- vi. The institute should display State helpline numbers and also numbers of local health authorities etc. to faculty and staff to contact in case of any emergency.
- vii. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which mentions that the temperature setting of all air conditioning devices should be in the range of 24-30° C, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be there.
- viii. Lockers of students will remain in use, as long as physical distancing and regular disinfection is maintained.
- ix. Prominently display, posters and standees must indicate the dos and don'ts for the staff and students.

For planning the committee needs to focus upon:

Defining Your Goals, Assemble an Organizing Committee, Budget Planning, Event Duration, Participant nominations and preparations.

#### **4. Any other point with permission of the chair**

Principal Sir added an agenda that we need revision of Best Practice - Looking into the Pandemic COVID-19 scenario almost all the activities of academic as well as administrative activities were shifted to online. College adapted remarkable change and shifted to an online platform to the fullest during lockdown. All faculty members conducted all the classes and activities in online mode. Therefore, looking into the need of time and efforts of the staff it is recommended to make it as one of the best practices of the college and will be continued.

IQAC Coordinator requested members to support and suggest means for improvements of IQAC for its effective and efficient working.

Meeting ended with vote of thanks to the chair.



Approved

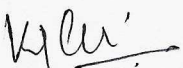
Dr. Raju Tandan  
IQAC, Chairperson

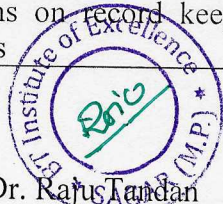
**Internal Quality Assurance Cell (IQAC)**  
**Academic Year 2020-21**  
**Action Taken Report of IQAC Meeting on Saturday, 05/12/2020 at 04:00pm**

**Action Taken Report**

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

	<b>Resolution</b>	<b>Action Taken</b>
1	As the chairperson suggested to organize FDP online.	Management discussed the same with senior faculties and planned in next two months.
2	CSR during COVID	Formed a CSR committee to coordinate COVID-related community initiatives. Sanitizer, Mask and Food packets were distributed in the down town area.
3	Documentation training for faculties and staff	Conducted training sessions on record keeping and maintenance procedures

  
Dr. Kalpana Jain  
IQAC, Coordinator

  
Dr. Raju Kandan  
IQAC, Chairperson