



# 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 2022-23

### Notice

Ref. No. BTIE /IQAC/Notice/2022/

Date: 22/08/2022

### NOTICE

All the Internal Quality Assurance Cell (IQAC) committee members are hereby informed that, the IQAC meeting is scheduled on Saturday, 03/09/2022 in the Seminar Hall at 04:00pm. All are requested to attend.

#### Agenda:

1. Welcome and review of IQAC meeting 14.
2. To discuss NAAC accreditation Progress.
3. To conduct result analysis of current semesters.
4. To discuss a road map to improve the learning environment of the college.
5. Any other point if any, with permission of the Chair.

*SKaur*  
Dr. Suresh Kori

**IQAC, Coordinator**

  
Dr. Raju Pandey

**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 2022-23

Minutes of Meeting -IQAC Meeting on Saturday, 03/09/2022 at 4 pm

Ref. No. BTIE /IQAC/Notice/2022-23/

Date: 03/09/2022

### Minutes of Meeting

A meeting of Internal Quality Assurance Cell (IQAC) was convened on 03/09/2022 at 4.00pm in the Seminar Hall for Academic Year 2022-23. 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. Suresh Kori (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. Mahesh Kathal (Teachers representative)
8. Prof. Subodh Jain (Adviser)
9. Dr. Ritu Jain (Teachers representative)
10. Mrs. Rashmi Kango (Teachers representative)
11. Mr. Bhupendra Pandey (Teachers representative)



### **1. Welcome and review of IQAC meeting 14**

Principal and Chairperson welcomed all the members present and made aware of the introduction of IQAC at the institute level. He emphasized on the continuation and strengthening of all the four pillars philosophy of the institute namely, academic, research and innovation, professional competence and social commitment.

Discussed and reviewed the minutes of the IQAC meeting held on 05/03/2022. Confirmed accuracy and any action pending from the previous meeting.

### **2. Action taken on the minutes of IQAC meeting held on 04/06/2022**

Report on the actions taken based on the decisions made in the previous meeting. Provided updates on progress and completion of tasks.

### **3. To conduct result analysis**

Result analysis is an important part for students, faculties and management to focus upon, it clears the validity and reliability of the strategies and plans we have made for the academic development.

Thus, IQAC Coordinator proposed that all the Head shall make their faculties to prepare the result analysis of their respective subjects.

### **4. To discuss a road map of the steps to improve the learning environment of the college**

1. Detailed discussions undertaken on specific points from the recommendations of the Peer Team: Recordings of classes: It is recommended that teachers (based on their comfort and choice) should try recording of lectures of some classes and learning videos that cover new, additional and important topics.
2. Regular course revisions: It was informed that NEP is being implemented in the college and under its aegis, regular course revisions would be built-in.
3. Proper monitoring of UG and PG courses.
4. The college can explore various possibilities such as funding support; setting up of labs for student use; training for faculty members; signing MoUs with industry partners who recruit (internships and final placements) our students.

5. Academic and Administrative Audit: Principal informed that while the college regularly goes through various national and state government level audits, these concentrate on admin and finance matters. Planning to audit the various colleges that run its programs.
5. Any other point with permission of the chair

Allowed members to raise additional points or topics for discussion with permission from the chair.

Meeting ended with vote of thanks to the chair.



Dr. Raju Tandan  
IQAC, Chairperson



Dr. Raju Tandan  
IQAC, Chairperson



**Internal Quality Assurance Cell (IQAC)**  
**Academic Year 2022-23**  
**Minutes of Meeting -IQAC Meeting on Saturday, 04/06/2022 at 4 pm**


**Action Taken Report**

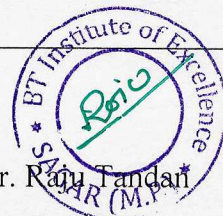
Ref. No. BTIE /IQAC/2022/

Date: 03/09/2022

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
2	Emphasize four-pillar philosophy of the institute	Principal welcomed members and emphasized continuing four-pillar philosophy
3	Discussion on accuracy of minutes	Minutes were reviewed for accuracy; pending actions noted for follow-up
4	Report on action taken based on recommendations	Actions taken from previous meeting were reported; progress and completion of tasks provided
5	Evaluation activities and plan for Semester I	Activities from Semester II evaluated; plans, strategies, and goals discussed for Semester I
6	Present status of resources and address gaps	Current status of resources presented; plans outlined for addressing identified gaps
7	Discussion on mentoring approach	Continued discussion on mentoring practices; detailed discussions planned by committee
8	Organizing workshops, seminars, FDPs for quality culture	Suggestions made to organize workshops, seminars, FDPs; active support and suggestions encouraged

  
 Dr. Suresh Kori  
 IQAC, Coordinator

  
 Dr. Raju Tandari  
 IQAC, Chairperson