



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 2021-22

Notice

Ref. No. BTIE /IQAC/Notice/2022

Date: 23/05/2022

NOTICE

All the Internal Quality Assurance Cell (IQAC) committee members are hereby informed that, the IQAC meeting is scheduled on Saturday, 04/06/2022 in the Seminar Hall at 04:00pm. All are requested to attend.

Agenda:

1. Welcome and review of IQAC meeting 13.
2. Review of activities Carried out in A.Y.2022-23 and planning for next Semester.
3. Status of Resources and Infrastructure requirement for all departments
4. Review of mentoring and counseling activity
5. Any other point with permission of the chair.


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 2021-22

Minutes of Meeting -IQAC Meeting on Saturday, 04.06.22 at 4 pm

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

Date: 04/06/2022

Minutes of Meeting

A meeting of Internal Quality Assurance Cell (IQAC) was convened on Tuesday, 04/06/2022 at 4.00pm in Seminar hall. 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) | 6. Ms. Jahnvi Goswami (Nominee of students) |
| 2. Dr. Suresh Kori (IQAC Coordinator) | 7. Dr. Mahesh Kathal (Teachers representative) |
| 3. Mr. Santosh Jain (member of Management) | 8. Dr. Subodh Jain (Adviser) |
| 4. Mr. Hitesh Patel (Senior Administrative Officer) | 9. Dr. Ritu Jain (Teachers representative) |
| 5. Dr. Sandeep Jain (Nominee from local society) | 10. Mrs. Rashmi Kango (Teachers representative) |
| | 11. Mr. Bhupendra Pandey (Teachers representative) |

1. Welcome and review of IQAC meeting 13

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 four pillar 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 actions pending from the previous meeting.

2. Reviewed of Activities during Academic Year 2021-22

Evaluated the activities and initiatives carried out during the first semester of the academic year. Discussed plans, strategies, and goals for the upcoming Semesters to enhance quality and academic performance.

3. Status of Resources and Infrastructure requirement for all departments

Presented the current status of resources and infrastructure available for all departments. Identified any gaps or requirements and discussed plans for addressing them.

4. Reviewed of mentoring and counseling activity

Presently for mentoring, batches of students are assigned to faculty for one semester. It was discussed to continue with the same practice. Other options discussed was to form mentoring batches at first year level and to be assigned for 2-3 years, till the graduation completion of students. At first year level, class and batches may be assigned to class in-charge and mentors. Mentor for batch "A" will be the class in-charge and will be coordinating mentoring activity of all batches of the assigned class with all assigned mentors. Class in-charge will be the senior faculty of the department. It was recommended that Counselling and Mentoring committee can have a detailed discussion regarding this and decision may be taken accordingly.

5. Any other point with permission of the chair

Allowed members to raise additional points or topics for discussion with permission of the chair. Chairperson and Principal suggested to organize workshops, seminars, and Faculty Development Programs (FDPs) to foster a quality culture among both students and faculty members. These initiatives will help us adapt to technological changes and ensure that our teaching methods remain relevant and effective.

IQAC Coordinator requested IQAC members to actively support and suggest various areas for improvement to enhance the effectiveness and efficiency of our IQAC's functioning. This collaborative effort will contribute significantly to the continuous improvement of our institute.

With these insightful suggestions and requests, meeting concluded. Chairperson extended gratitude to all participants for their valuable contributions.


Dr. Raju Tandan
IQAC, Chairperson

Internal Quality Assurance Cell (IQAC)
Academic Year 2021-22
Minutes of Meeting -IQAC Meeting on Saturday, 05/03/2022 at 4 pm

Action Taken Report


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

Date: 04/06/2022

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
1	IQAC, Chairperson suggested that the institute should monitor Academic Monitoring and Control (AMC) Committee.	Progress report submitted by Academic Monitoring and Control (AMC). Committee's suggestions have been implemented at the institute level for regulating and implementing different academic activities for the smooth conduction of academics.
2	IQAC, Chairperson suggested Academic Audit for all the departments by the external experts.	As per the suggestion from IQAC Chairperson, Academic Audit for all the departments by the principal will be conducted.
3	IQAC coordinator suggested that the college should start an initiative to promote learning and other achievements of the students by creating a Principal's Achievers List.	The relevant policies and guidelines for identifying the eligible students have been finalized. This will be implemented for AY 2021-22 onwards.
4	IQAC, Chairperson suggested to encourage the clubs and societies of the college to prepare mock business models that can be then presented to corporate ventures for funding purposes so that students can gain exposure to entrepreneurship.	College bodies, Student Societies continue to help prepare mock business models and conduct competitions that encourage students to build business models.

S.Kori
 Dr. Suresh Kori
 IQAC, Coordinator


 Dr. Raju Pandey
 IQAC, Chairperson