



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/2021-22/

Date: 21/02/2022

NOTICE

All the Internal Quality Assurance Cell (IQAC) committee members are hereby informed that, the IQAC meeting is scheduled on 05/03/2022 in Conference Room at 4pm. All are requested to attend.

Agenda:

1. Welcome and introduction of IQAC Members.
2. To discuss NAAC accreditation Progress.
3. To discuss the quality objectives of IQAC.
4. To discuss points of Academic Monitoring and Control Committee.
5. To conduct Academic Audit.
6. To review Perspective Plan
7. Any other point if any, with permission of Respected Chairperson.


Dr. Suresh Kori

IQAC, Coordinator


Dr. Raju Tanwar
IQAC, Chairperson

Copy to:

- ▶ Chairperson.
- ▶ Member from Management.
- ▶ Nominees from Employers / 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, 05/03/2018 at 4 pm

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

Date: 05/03/2022

Minutes of the Meeting

A meeting of Internal Quality Assurance Cell (IQAC) was convened on 05/03/2022 at 4pm in the Seminar 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)
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. 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 IQAC members. Meeting started with the permission of Chairperson.

Following points were discussed in the meeting as per the agenda.

1. Welcome and introduction of IQAC members

Principal and Chairperson welcomed all the members present and made them 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.

2. To discuss NAAC accreditation Progress

Member of Management Mr. Sandeep Jain discussed the progress made towards obtaining NAAC accreditation. NAAC accreditation holds immense importance in ensuring the quality of education and overall development of our institute. It serves as a testament to our commitment to excellence and continuous improvement in all aspects of the academic delivery. Thus, it becomes essential for the Institute to acquire such quality upliftment.

3. To discuss the quality objectives of IQAC

After the permission from IQAC Chairperson IQAC Coordinator presented the objectives: Improving Academic Performance, Enhancing Administrative Performance, Promoting Quality Culture, Institutionalizing Best Practices, Ensuring Compliance with Regulatory Requirements. IQAC works towards institutionalizing all these aspects of the institution's functioning. This includes benchmarking against national and international standards, adopting innovative approaches, and continuously improving processes.

Continuous Monitoring and Evaluation: IQAC establishes mechanisms for continuous monitoring and evaluation of academic and administrative processes. This includes setting up feedback loops, collecting data on key performance indicators, and using this information for decision-making and improvement.

The Chairperson requested all the members for open house discussion on quality objectives and academic excellence. He emphasized on importance of quality in overall development of students and institute.

4. To discuss points of Academic Monitoring and Control Committee

Discussed the key points pertaining to the Academic Monitoring and Control Committee. This committee plays a crucial role in overseeing the academic affairs of our institute and ensuring that we maintain high standards of education and excellence.

By addressing the aforementioned points like Composition and Responsibilities, Data Analysis and Reporting, Quality Assurance and Improvement, Communication and Collaboration, Continuous Evaluation and Adaptation with diligence and dedication, we can ensure that the committee fulfill its mandate effectively and contributes to the overall advancement of our academic mission.

All the members agreed for the same.

5. To conduct Academic Audit

During the meeting, Chairperson proposed the implementation of an Annual Academic Audit for all departments within the institute. The purpose of this audit would be to ensure continuous improvement in all aspects of academics.

The proposal was met with unanimous agreement from all members present. It was recognized that regular assessments and audits are essential tools for maintaining and enhancing the quality of academic programs and processes. By conducting an annual audit, departments will have the opportunity to identify areas of strength and areas needing improvement. This will facilitate targeted interventions and initiatives to address any shortcomings and further elevate the quality of education provided by the institute.

6. To review Perspective Plan

During the discussion and review session, the Perspective Plan drafted for the period of 2017-2027 was thoroughly examined and analyzed. It was evident that the existing plan has been meticulously crafted to align with the Vision and Mission of our Institute. The goals

and objectives outlined in the plan reflect our commitment to excellence and innovation in education.


7. Any other point, if any with permission of the Chair

Chairperson highlighted the importance of keeping our students abreast of recent technological advancements. He emphasized that Heads of the Departments (HoDs) should take the initiative to create awareness among students about these changes. Furthermore, he stressed the need for these technological advancements to be reflected in our teaching-learning processes.

In alignment with Chairperson point, he 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 members to actively support and suggest various areas for improvement to enhance the effectiveness and efficiency of IQAC's functioning. This collaborative effort will contribute significantly to the continuous improvement of our institute.

With these insightful suggestions and requests, meeting concluded. We extend our gratitude to all participants for their valuable contributions. Let us move forward with a renewed commitment to excellence and innovation in our academic endeavors.


Dr. Raju Jandani
IQAC, Chairperson

Internal Quality Assurance Cell (IQAC)
Academic Year 2021-22
Minutes of Meeting -IQAC Meeting on Saturday,04/12/2021 at 4 pm


Action Taken Report

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

Date: 19/03/2022

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	Review of minutes of 11th IQAC meeting and actions	Reviewed and documented in official records
2	Review of activities in Academic Year 2021-22	Evaluated achievements, challenges, and areas for improvement
3	Planning for activities in Academic Year 2021-22 Sem I	Developed a detailed plan with timelines and responsible parties
4	2-day sports festival in BTIE	Planned event logistics, schedules, participant registration etc.


Dr. Suresh Kori
IQAC, Coordinator


Dr. Raju Tandav
IQAC, Chairperson