



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.

Internal Quality Assurance Cell (IQAC) Academic Year 2022-23

Date :

Notice

Ref. No. BTIE /IQAC/Notice/2023/

Date: 22/05/2023

NOTICE

All the HOD's and Internal Quality Assurance Cell (IQAC) committee members are hereby informed that, the IQAC meeting is scheduled on Saturday, 03/06/2023 in Conference Hall at 04:00pm. All are requested to be present for the same.

Agenda:

1. Welcome and review of IQAC meeting 17.
2. Analysis of Feedback from Stakeholders
3. Review of the Effectiveness of the Internal Quality Assurance Mechanism
4. Alumni involvement and initiation
5. Any other point with permission from the chair.


Dr. Suresh Kori

IQAC, Coordinator



Dr. Raj M. Tandan

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)

Date :

Academic Year 2022-23

Minutes of Meeting -IQAC Meeting on Saturday, 03/06/2023 at 4 pm

Ref. No. BTIE /IQAC/Notice/2023/

Date: 03/06/2023

Minutes of Meeting

A meeting of Internal Quality Assurance Cell (IQAC) was convened on 05/03/2022 at 4pm in Conference Room for Academic Year 2022-23. All the committee members were requested to attend the meeting. 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. R.S.Rajput (Senior Administrative Officer)
5. Dr. Sandeep Jain (Nominee from local society)
6. Ms. Jahnvi Goswami (Nominee of students)
7. Dr. Rashmi Kango (Teachers representative)
8. Dr. Mahesh Kathal (Teachers representative)
9. Dr. Subodh Jain (Adviser)
10. Dr. Ritu Jain (Teachers representative)
11. Mr. Bhupendra Pandey (Teachers representative)

1. Welcome and review of IQAC meeting 17.

Resp. Principal and Chairperson Dr. Raju Tandan 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.

2. Analysis of Feedback from Stakeholders

The feedback received from various stakeholders, including students, faculty, staff, and employers, was analyzed and discussed. The IQAC members examined the feedback data and identified trends and areas of concern. Suggestions were made to address the highlighted issues and improve stakeholder satisfaction.

3. Review of the Effectiveness of the Internal Quality Assurance Mechanism

Review of the Effectiveness of the Internal Quality Assurance Mechanism: The members reviewed the effectiveness of the internal quality assurance mechanisms and processes in place. The discussions focused on the reliability, validity, and relevance of the quality assurance tools and indicators used. Feedback and suggestions were provided to enhance the efficiency and effectiveness of the internal quality assurance framework.

4. Alumni involvement and initiation

Recognizing the immense potential of our alumni network, the IQAC has taken significant steps to strengthen the Alumni Association for resource mobilization. We have established a dedicated Alumni Relations cell to engage and connect with our alumni community. Regular networking events, reunions, and alumni meets have been organized to foster stronger relationships and build a sense of belonging. We have actively sought alumni involvement in various initiatives, including mentorship programs, guest lectures, and fundraising campaigns.

Dr. Raju Tandan summarized the meeting and proposed vote of thanks.


Dr. Raju Tandan

Principal

Internal Quality Assurance Cell (IQAC)
Academic Year 2022-23
Action Taken Report of IQAC Meeting on Saturday, 04/03/2023 at 4pm


Ref. No. BTIE /IQAC/2023/


Date: 03/06/2023

Action Taken Report

Dr. Suresh Kori, 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 decided that more focus to be given on student centered activities.	Head of Departments have been instructed to do the needful.
2	Involvement of stakeholders for enhancing interaction with outside world.	Departments were instructed to conduct industry, parent and alumni meet to improved interaction with stakeholders.
3	Identify slow learner students. Propose interventions such as extra assignments, tutorials, mentoring. Allocate resources and schedule extra classes.	Identified slow learner students, proposed interventions, and allocated resources accordingly.


Dr. Suresh Kori
IQAC, Coordinator


Dr. Raju Tandan
IQAC, Chairperson