



# 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.

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

### Notice

Ref. No. BTIE /IQAC/Notice/2023

Date: 20/02/2023

#### NOTICE


All the HOD's and Internal Quality Assurance Cell (IQAC) committee members are hereby informed that, the IQAC meeting is scheduled on Saturday, 04/03/2023 in the seminar hall at 04:00pm. All are requested to attend.

#### Agenda:

1. Welcome and review of IQAC meeting 16.
2. Focus on Student-Centered Activities.
3. Result analysis of odd semesters.
4. Involvement of Stakeholders for Enhancing Interaction with Outside World.
5. Special Focus on Under-performing Students.
6. Any other point with permission from 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 2022-23

Minutes of Meeting -IQAC Meeting on Saturday, 04/03/2023 at 4 pm

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

Date: 04/03/2023

### Minutes of Meeting

A meeting of the Internal Quality Assurance Cell (IQAC) was convened on 04/03/2022 at 04:00 pm 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)            | 7. Dr. Rashmi Kango (Teachers representative)      |
| 2. Dr. Suresh Kori (IQAC Coordinator)       | 8. Dr. Mahesh Kathal (Teachers representative)     |
| 3. Mr. Santosh Jain (member of Management)  | 9. Prof. Subodh Jain (Adviser)                     |
| 4. Mr. R.S.Rajput (Admn. Officer)           | 10. Dr. Ritu Jain (Teachers representative)        |
| 5. Mr. Sandeep Jain (Society's Nominee)     | 11. Mr. Bhupendra Pandey (Teachers representative) |
| 6. Ms. Jahnvi Goswami (Nominee of students) |  |



## **1. Welcome and introduction of IQAC Meeting 16**

Principal and Chairperson IQAC 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. Result analysis of odd semesters**

Results Analysis helps to understand how students are learning, and how they have performed in each area of the program. Result analysis report can be used to identify areas of strength and weakness of a student. It also reveals the quality of teaching and the areas to be focused.

## **3. Involvement of Stakeholders for Enhancing Interaction with Outside World**

Deliberation on engaging stakeholders to foster interaction with the external community. Identification of key stakeholders and planning methods to involve them effectively. Proposals for collaborative initiatives with alumni, and other external partners.


## **4. Special Focus on slow learner students**

Identification of under-performing students through academic records and assessment data.

Proposal for interventions such as additional assignments, tutorials, and mentoring sessions to support their improvement. Allocation of resources and scheduling of extra classes or workshops.

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, 03/12/2022 at 4 pm.**

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


Date: 04/03/2023

**Action Taken Report**

Dr. Suresh Kori, IQAC Coordinator put forth the action taken report on agenda points, discussed in the meeting, as shown in the following table:

	<b>Suggestion</b>	<b>Action Taken</b>
1	Discussed about continuation of mentoring practices, explore alternative options, delegate decision to Mentoring and Counselling Committee.	Discussed mentoring options, delegated decision to committee.
2	To discuss NAAC accreditation Progress.	Dr. Raju Tandan (Principal) IQAC, Chairperson evaluated and discussed Progress of NAAC accreditation related work.
3	To discuss points of Academic Monitoring and Control Committee.	Regular assessment and evaluation planes were submitted to Principal by the faculties. Question papers were prepared.
4	To review Perspective Plan	Management called a meeting for discussion on academic and administrative approaches and reviewing them in alignment with institutional mission and vision.

  
Dr. Suresh Kori  
IQAC, Coordinator

  
Dr. Raju Tandan  
IQAC, Chairperson