



# 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

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

### Notice

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

Date: 21/11/2022


### NOTICE

All the Internal Quality Assurance Cell (IQAC) committee members are hereby informed that, the IQAC meeting is scheduled on Saturday, 03/12/2022 in the Seminar Hall at 04:00pm. All are requested to attend.

#### Agenda:

1. Welcome and review of IQAC meeting.
2. To discuss NAAC accreditation Progress.
3. To discuss points of Academic Monitoring and Control Committee.
4. To review the Perspective Plan
5. Any other point if any, with permission of the Chair

  
Dr. Suresh Kori  
IQAC, Coordinator

  
Dr. Raju Pandan  
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, 03/12/2022 at 4 pm

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

Date: 03/12/2022

### Minutes of Meeting

A meeting of Internal Quality Assurance Cell (IQAC) was convened on 03/12/2022 at 4pm 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. Kalpana Jain (IQAC Coordinator)
3. Mr. Santosh Jain (member of Management)
4. Mr. Hitesh Patel (Senior Administrative Officer)
5. Mr. Sandeep Jain (Nominee from local society)
6. Ms. Jahnavi Goswami (Nominee of students)
7. Dr. Suresh Kori (Teachers representative)
8. Dr. Mahesh Kathal (Teachers representative)
9. Prof. Subodh Jain (Adviser)
10. Dr. Ritu Jain (Teachers representative)
11. Mrs. Rashmi Kango (Teachers representative)
12. Mr. Bhupendra Pandey (Teachers representative)



#### **1. Welcome and review of IQAC meeting 15**

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-pillars philosophy of the institute namely, academic, research and innovation, professional competence and social commitment.

Discuss and review the minutes of the previous quarter IQAC meeting. Confirm accuracy and any actions pending from the previous meeting.

#### **2. To discuss NAAC accreditation Progress**

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

#### **3. To discuss points of Academic Monitoring and Control Committee**

Principal and Chairperson, evaluated the activities and initiatives carried out during the semester I of the academic year 2022-23. Discussed the points of Academic Monitoring and Control Committee like plans, strategies, and goals for the upcoming Semester to enhance quality and academic performance.

IQAC Coordinator, presented a range of initiatives during the IQAC meeting, including induction lectures for different class levels, academic collaborations, class study circles, benchmarking activities, enhancing stakeholder involvement through various events, collecting feedback, sharing newsletters digitally, strengthening teaching-learning methods, implementing assessment tools. These initiatives reflect a holistic approach to improving quality and engagement across academic and research activities, stakeholder relationships, and student development.

#### **4. Appreciation of BTIE students in Taekwondo competition**

Principal and Chairperson Dr. Raju Tandan appreciated BTIE students' achievements in outstanding performances in sports and academic activities.

Open the floor for discussion and feedback from IQAC members. Encourage members to share their insights, suggestions, and concerns regarding the perspective plan. Focus on aspects such as alignment with institutional goals, relevance to current trends, feasibility of implementation, and inclusivity of stakeholders' inputs.

Principal and Chairperson Dr. Raju Tandan Evaluate the strengths and weaknesses of the current perspective plan based on the discussion and feedback received. Identify any areas that require revision, enhancement, or clarification.

They asked to develop an action plan to address the feedback and suggestions provided during the meeting. Assign responsibilities to specific individuals or subcommittees for making revisions, conducting further research, or gathering additional data if needed.

5. Any other point with permission from the chair.

Allow members to raise additional points or topics for discussion with permission from the chair. Principal, Dr. Raju Tandan highlighted the importance of interaction with industry in providing real life exposure to students.

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



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, 03/09/2022 at 4 pm**

**Action Taken Report**

Ref. No. BTIRT /IQAC/2022/

Date: 03/12/2022

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:

	<b>Suggestion</b>	<b>Action Taken</b>
1	To discuss NAAC accreditation Progress.	Dr. Raju Tandan (Principal) & IQAC, Chairperson evaluated and discussed the plans, strategies, and Progress of NAAC accreditation related work.
2	Dr. Raju Tandan (Principal) & IQAC, Chairperson suggested to conduct result analysis of even semesters.	Result analysis report of even semesters has been completed and sent to the principal office. As per there suggestion all the HoDs are planning to focus on underperforming students to improve their upcoming exam performance.
3	Dr. Raju Tandan (Principal) & IQAC, Chairperson suggested to discuss a road map of the steps to improve the learning environment of the college.	Surveys were conducted with stakeholder students, and faculties and action plans are being made accordingly for each identified area.

  
Dr. Suresh Kori  
IQAC, Coordinator

  
Dr. Raju Tandan  
IQAC, Chairperson