

Babulal Tarabai Institute of Research & Technology

Approved by AICTE New Delhi, Affiliated to RGPV, Bhopal
Maharaja Chhatrasal Bundelkhand University Chhatarpur (M.P.)

NH-26, Narsinghpur Road, Sironja, Sagar (M.P.)

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Internal Quality Assurance Cell (IQAC) Academic Year 2021-22

Action Taken Report of IQAC Meeting on Wednesday, 06/03/2021 at 04:00pm

Action Taken Report

Mr. Tarun Kumar Singh, 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	Dr. Sujit Singh (Principal) IQAC, Chairperson suggested for CSR during COVID	Sanitizers, masks, and food packets were distributed in the public
2	The chairperson suggested that training for documentation has to be provided to faculties and staff	A training online was arranged for faculties and staff, which proved to be beneficial for them
4	Analyzed previous academic results, emphasized need for improvement, and implemented online teaching strategies like video lectures and e-books. Decided to continue online teaching alongside regular activities.	Reviewed academic results, identified areas for improvement, and implemented online teaching methods such as video lectures and e-books. Agreed to maintain online teaching alongside traditional methods for future semesters.
5	Notified IQAC about new Mechatronics Engineering course approval, planned for necessary resources for MBA and other courses.	Informed IQAC about the approval of the new Mechatronics Engineering course. Initiated planning for acquiring resources required for MBA and other upcoming courses.
6	Discussed Ministry of Health guidelines for reopening institutions post-COVID, focusing on sanitization, physical distancing, contactless attendance, queue management, health helplines, ventilation, and safety measures.	Discussed and reviewed Ministry of Health guidelines for post-COVID institution reopening. Planned and implemented measures such as sanitization protocols, physical distancing arrangements, contactless attendance systems, queue management, health helplines dissemination, ventilation improvements, and safety protocols.
7	Mr. Satyendra Jain proposed organizing Tech Fest 2021 to foster creativity among students and faculty, outlined planning	Accepted Mr. Satyendra Jain's proposal to organize Tech Fest 2021. Initiated planning steps including defining goals,



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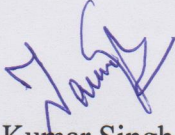
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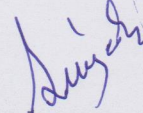


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	steps such as goal definition, committee formation, budgeting, duration, and participant nominations.	forming committees, budgeting, determining event duration, and nominating participants.
8	Acknowledged the successful transition to online platforms during the pandemic and decided to make it an ongoing best practice, ensuring continued online activities for academic and administrative functions.	Recognized the successful shift to online platforms during the pandemic. Decided to institutionalize online activities as an ongoing best practice for both academic and administrative functions.
9	Dr. Sujit Singh urged members to suggest improvements for IQAC's effective functioning, concluding the meeting with gratitude.	Encouraged members to provide suggestions for enhancing IQAC's efficiency and effectiveness. Concluded the meeting by expressing gratitude to the members for their contributions and suggestions.


Mr. Tarun Kumar Singh
IQAC, Coordinator


Dr. Sujit Singh
IQAC, Chairperson

