



MITTAL INSTITUTE OF EDUCATION

(Approved By NCTE, New Delhi & Affiliated to BU, Bhopal M.P.)

Opposite Bhopal Memorial Hospital & Research Center Nabi Bagh, Bhopal -38
Ph. 0755-298001

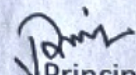
E-mail: miebpl2009@gmail.com

15th July 2022

Important notice

Mittal Institute is committed to maintain educational excellence. To achieve this goal, all the members of the group strive hard. This was an online session. Following members are nominated for IQAC for session 22-23., who will give MIE directions and guidance for growth of the institution in a way that is beneficial for the students and the society.

Name Of The Member	Designation:
Prof. Vinay K Divan	Principal
Col. F.B. Allavali	Registrar
Ms. Renu Saxena	Senior Faculty and IQAC co-coordinator
Dr. Ankit Jain	Faculty
Ms. Adisha Vijaywargiya	Student Alumni member
Ms. Madhavi Gautam	Employer (Madhavi Gautam high School)
Ms Gouri Powar	Student member


Principal
MIE

Principal
Mittal Institute of Education
Bhopal (M.P.)

Subject:	Minutes of 1st IQAC Meeting for the session 22-23
Venue:	Principal Office at 11.00 A.M
Focus:	Assurance of internal quality
Date	15 th July
Meeting taken by:	Prof. Vinay K Divan

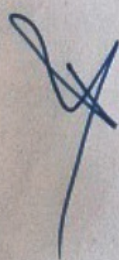
Attendee:	Designation:
Prof. Vinay K. Divan	Principal <i>Vinay</i>
Col. F.B. Allavali	Registrar <i>F.B. Allavali</i>
Ms. Renu Saxena	Senior Faculty and IQAC coordinator <i>Renu</i>
Dr Ankit Jain	Faculty <i>Ankit</i>
Ms. Adisha Vijaywargiya	Student Alumni member <i>Adisha</i>
Ms. Madhavi Gautam	Employer (Madhavi Gautam high School) <i>Madhavi</i>
Ms Gouri Powar	Student member <i>Gouri</i>

Agenda:

- 1) Establishment of IQAC 2022-2023
- 2) Review of Session 2021-2022
- 3) Scheduling of meetings for Session 2022-2023
- 4) Preparation of Academic Calendar.
- 5) Submission of AQAR for session 2021-2022
- 6) Review of Accreditation process
- 7) Physical expansion of infrastructure.

Minutes of the meeting of the 1st IQAC MIE held on 015/07/2022

1. Principal Addressed to the members of newly constituted IQAC for the session 22-23 and briefed about the workings & principles of the committee.
2. It was decided that total 4 meetings of IQAC will be held in the session. The tentative dates are as under.
2nd Meeting 10th September 2022
3rd Meeting 28th Jan 2023
4th Meeting 15 April 2023
3. Review of progress in code 28 selection process.
4. Processes was initiated to prepare and submit AQAR for the session 21-22 and submitted by September 2022.
5. SSR was submitted 10th May, on the hard copy of SSR was placed for review before the committee.
6. Proposal was placed for construction of new labs as per expansion plan.
7. Notification of empanelment of MIE as BU exam center from session 22-23 was placed & Room No 208 & 207 for control room & strong room respectively were identified.
8. Ms Renu Saxena was appointed as center superintendent & Ms Rakhi Purohit Asst. superintendent.
9. Mr Rahul office asst. was give additional charge for office asst. for Examination center.
10. Progress of preparation for Peer team visit discussed.
11. Annual report of session 21-22 was placed.
12. The proposal for construction of 5 labs in A block was placed to the works department of MGI.
13. In view of upcoming peer team visit the IQAC cell has been strengthened by adding a senior faculty of MIE Ms Barkha Sharma as member IQAC & Dr Ankit Jain as Coordinator IQAC Peer team visit.



Ankit
Gauri



Aditya
Jain

Action taken on minutes of meeting held on 15th July'22

1. Review report of session 2021-22 being placed.
2. Academic calendar has being prepared and placed.
3. Application to Barkartullah University, Bhopal for University examination centre at MIE is submitted.
4. Proposal for construction of Laboratories has been approved.
5. Progress report of AQAR 2021-22 is being placed in front of committee members.
6. International Yoga Day was celebrated on 21st June'22.
7. World Literacy Day on the theme of **"Transforming Literacy Learning Spaces"** was celebrated on 8th Sept'2022.

Subject :	Minutes of 2nd IQAC Meeting for the session 22-23
Venue:	Principal Office at 11.00 A.M
Focus:	Assurance of internal quality
Date	10 th September
Meeting taken by:	Prof. Vinay K Divan

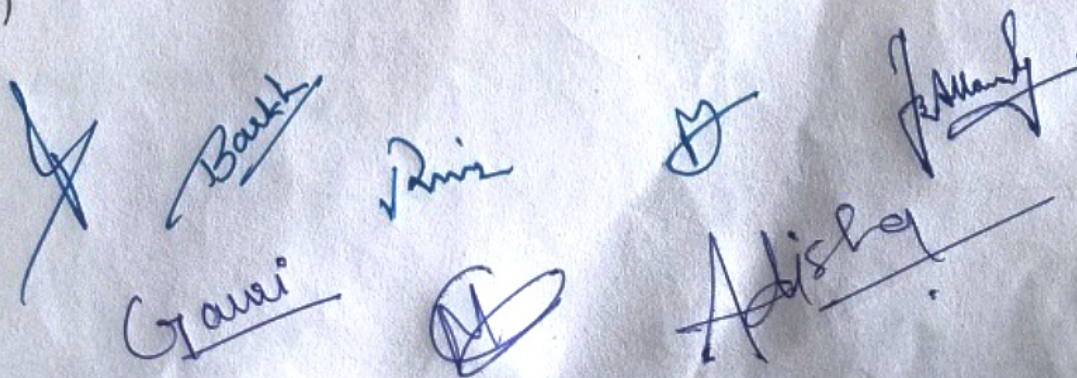
Attendee:	Designation:
Prof. Vinay K. Divan	Principal <i>V. Divan</i>
Col. F.B. Allavali	Registrar <i>F. B. Allavali</i>
Ms. Renu Saxena	Senior Faculty and IQAC coordinator <i>R. Saxena</i>
Dr Ankit Jain	Senior Faculty and IQAC coordinator (Peer Team Visit) <i>A. Jain</i>
Ms Barkha Sharma	Senior Faculty and member <i>Barkha</i>
Ms. Adisha Vijaywargiya	Student Alumni member <i>Adisha</i>
Ms. Madhavi Gautam	Employer (Madhavi Gautam high School) <i>M. Gautam</i>
Ms Gouri Powar	Student member <i>Gouri</i>

Agenda:

- 1) Code 28 interviews
- 2) Review of admissions for Session 2022-2023
- 3) ICT initiatives (Digital Library, email ID Of students, Digital Language lab)
- 4) Environment initiatives
- 5) Submission of AQAR for session 2021-2022
- 6) Review of Accreditation process
- 7) Registration of Alumni Association

Minutes of the 2nd meeting of the IQAC MIE held on 10th September 2022

1. Interviews conducted on 10th & 12th of Aug for Code 28 Summery placed.
2. The register of admission cell was seen, 260 admissions were done till CLC 6th round, 26th August.
3. Proposal for developing a Digital library was placed & approved.
4. Language lab to be digitized.
5. Concept of creating Xerophytic plant corner was discussed and approved.
6. Concern was raised regarding the environment initiatives being done during the session.
7. It was decided that it will be inaugurated on 5th June.
8. Eco friendly Bird Bath to be created in summers by the department of Science.
9. Preparation of AQAR for the session 21-22 was seen & assurance was given that it will be submitted well on time.
10. Progress for NAAC was reviewed, the accreditation process started on 12/7/22 with DVV.
11. Students & their email ID given in DVV were given.
12. The successful organization of seminar on world literacy day by Dr Renu Saxena was appreciated, along with the drama on freedom fighter Khudiram Bose.
13. It was decided that Fete organized by Department of Commerce & management, will also have following attractions- Fee medical checkup , open mike & model making competition.
14. Process was initiated for registration of the alumni Association (Association of old students of Mittal Education- AOSOME & logo finalized.)



Action taken on minutes of meeting held on 10th Sept'22

1. Report of admitted students is being placed in front of committee members.
2. Quotations have been called for the digital software.
3. Xerophytic plant corner has been made and inaugurated.
4. A seminar on "World literacy Day" has been successfully conducted by Ms. Renu Saxena .
5. Drama on freedom fighter "Khudiram Bose" been conducted successfully.
6. Registration of Alumni Association is under process..
7. NAAC AQAR successfully submitted and report being present in front of committee.
8. SSR resubmitted on 15th Dec'2022 is being reported to the committee.
9. Report of organizing fete is placed before the committee.
10. Report of AIDS awareness week 26th Nov'2022 to 1st Dec'2022 is placed before the committee.
11. Report of youth festival placed before the committee.
12. Mittal Institute of Education organized a trip to Raisen Fort on 19th Nov'2022 under the celebration of world heritage week .
13. Students and faculty attend workshop on topic "Millet Workshop" on 30th July'22 at Sant Hirdaram College, Bhopal.
14. Diwali celebration "Diwali Dhamaal" organized on 21st Oct'2022

Subject:	Minutes of 3 rd IQAC Meeting for the session 22-23
Venue:	Principal Office at 11.00 A.M
Focus:	Assurance of internal quality
Focus:	Assurance of internal quality
Date	28 th Jan
Meeting taken by:	Prof. Vinay K Divan

Attendee:	Designation:
Prof. Vinay K. Divan	Principal <i>V. Divan</i>
Col. F.B. Allavali	Registrar <i>F. B. Allavali</i>
Ms. Renu Saxena	Senior Faculty and IQAC coordinator <i>Renu Saxena</i>
Dr Ankit Jain	Senior Faculty and IQAC coordinator (Peer Team Visit) <i>Ankit Jain</i>
Ms Barkha Sharma	Senior Faculty and member <i>Barkha</i>
Ms. Adisha Vijaywargiya	Student Alumni member <i>Adisha</i>
Ms. Madhavi Gautam	Employer (Madhavi Gautam high School) <i>Madhavi</i>
Ms Gouri Powar	Student member <i>G. Powar</i>

Agenda:

- 1) Review of Accreditation process & Submission of AQAR
- 2) Preparedness for conduction of university examinations
- 3) Committees for Peer team visit formed.
- 4) Website update
- 5) Infrastructure expansion Plan
- 6) WWF Bird watching camp

Minutes of the 3rd meeting of the IQAC MIE held on 28th Jan 2023

1. NAAC progress reviewed AQAR re submitted & Accepted on 7/12/2.
2. SSR re submitted on 15/12/22
3. The Copy of pre-qualifier received 23/4/23, placed before the panel.
4. Working of MIE as BU exam center was reviewed & list of Files checked.
5. The work order for Construction of additional floor for labs placed.
6. Strategy for Peer team visit & criteria wise committees formed.
7. Copy of Notification dt 16/2/23, for selected candidates was placed before the panel. Two corrections were identified. Re Joining report attached under code 28 done
8. AFRC form to be filled.
9. Report of Bird watching camp placed before the panel.
10. It was decided that the students & faculties should refrain from using plastic /Plastic coated file folders from this session, in all kind of Submission
11. Only PUC approved vehicles to be allowed in the campus.
12. Report of Fete organized was placed before the Panel.
13. Report of AIDS awareness week organized was placed before the Panel.
14. Links to be created for Alumni feedback, parents' feedback & employer feedback & Photo Gallery to be created in the web site.
15. Report of Youth festival organized was placed.

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Action taken on minutes of meeting held on 28th Jan'2023

1. SSR resubmitted on 15th Dec'2022.
2. Work order for construction of additional floor for labs been approved.
3. AFRC is filled and submitted to concern department on time. The approval letter of Fee Regulatory Committee is awaited.
4. To create plastic free environment committee decided that students' and faculties should refrain from using plastic/plastic coated files. An effort is being made to strictly follow that directive.
5. Link for Alumni Feedback, Parents' Feedback and Employer Feedback has been created on the website of the institution.
6. Report of 3 days sports festival is placed in front of the committee members.
7. Workshop on dry techniques is conducted on 16th Feb'2023.

Subject:	Minutes of 4 th IQAC Meeting for the session 22-23
Venue:	Principal Office at 11.00 A.M
Focus:	Assurance of internal quality
Focus:	Assurance of internal quality
Date	15 th April 2023
Meeting taken by:	Prof. Vinay K Divan


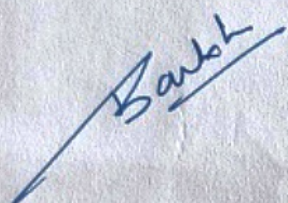
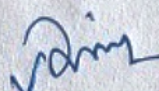

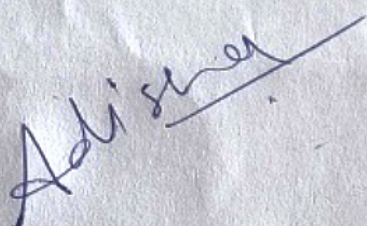
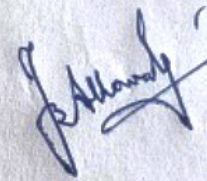
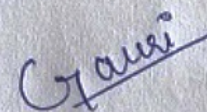
Attendee:	Designation:
Prof. Vinay K. Divan	Principal <i>Divan</i>
Col. F.B. Allavali	Registrar <i>Allavali</i>
Ms. Renu Saxena	Senior Faculty and IQAC coordinator <i>4</i>
Dr Ankit Jain	Senior Faculty and IQAC coordinator (Peer Team Visit)
Ms Barkha Sharma	Senior Faculty and member <i>Barkha</i>
Ms. Adisha Vijaywargiya	Student Alumni member <i>Adisha</i>
Ms. Madhavi Gautam	Employer (Madhavi Gautam high School) <i>Madhavi</i>
Ms Gouri Powar	Student member <i>Gouri</i>

Agenda:

- 1) Review of Accreditation process
- 2) AFRC
- 3) Admissions 23-24
- 4) New Books for library & computers for digital library
- 5) Infrastructure expansion Plan
- 6) WWF Bird watching camp

Minutes of the 4th meeting of the IQAC MIE held on 15th April 2023

1. Peer team visit fee submission was done on 22/4/23 & peer team visit date finalized. As 30/5/23-31/15/23, 14/6/23-15/6/23 & 29/6/23- 30/7/23
2. Check list for preparation of Peer team visit was finalized.
3. AFRC form filled and hard copy placed before the panel.
4. Admission Guidelines for session 23-24 finalized & Charge for Admission was given to Mr Ansar Ali
5. Academic calendar to be prepared for session 23-24.
6. Vermicompost unit Shed was finalized.
7. External academic Audit & SAP report was placed before the panel.
8. Report of 3 day sports festival placed.

Action taken on minutes of meeting held on 15th April'2023

1. Review report of Accreditation process placed in front of committee.
2. Report of "Graduation Ceremony " is placed before the committee.
3. 3 days sports event was organized and report is placed in front of committee.
4. The approval letter of Fee Regulatory Committee is received and placed before the committee.
5. Report of workshop on "Vermicompost" is placed in front of committee.