



MITTAL INSTITUTE OF EDUCATION

NAAC ACCREDITED

(Approved by NCTE New Delhi, Higher Education Govt. M.P. & Affiliated to BU, Bhopal M.P.)

Opposite Bhopal Memorial Hospital & Research Center, Navi Bagh, Bhopal - 38

Tel. : 0755-2980083.

E-mail : miebpl2009@gmail.com

Ref. No.MIE/IQAC/23/483

Date : ...13/07/23.....

Office Order

This is to notify that the following members are nominated to the internal quality

Assurance cell (IQAC) for the academic year 2023-2024.

Name Of The Member	Designation:	Signature
Prof. Vinay K Diwan	Principal	
Col. F.B. Allavali	Registrar	
Mr. Rajesh Tiwari	Administrative Officer	
Dr. Malika Pal	Coordinator of IQAC	
MS. Renu Saxena	Senior Faculty	
Dr. Ankit jain	Senior Faculty	
Ms. Rakhi Purohit	Senior Faculty	
Ms. Divya Agarwal	Senior Faculty	
Mr. S.M. Safwan Husaini	Faculty	
Mr. Nitin Jain	Local Society	
Ms Gouri Powar	Student (M.Ed)	
Mr.Kapil Kushwaha	Alumni	
Mr. Bhagwan Singh Sagwaliya	Industrialists	

Principal

MIE

Principal

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



Mittal Institute Of Education
Important Notification
IQAC
1st meeting for Session 23-24

Date 13/7/2023
Ref. No—MIE 4/23-24

Office Order

This is to inform all the members of IQAC 23-24 that the 1st meeting of IQAC has been scheduled on 29th July 2023; 11 am at MIE IQAC room .The agenda for the meeting is as under.

- Establishment of IQAC 2023-24.
- Review of session 2022-23.
- Scheduling of meeting for session 2023-24
- Preparation of academic calendar.
- Review of Accreditation process.
- Progress in admissions.
- Youth festival
- Others

CC –

- Col. F.B. Allavali
- Dr. Malika Pal
- Mr. Rajesh Tiwari
- MS. Renu Saxena
- Dr. Ankit jain
- Ms. Rakhi Purohit
- Ms. Divya Agarwal
- Mr. S.M. Safwan Husaini
- Mr. Nitin Jain
- Ms Gouri Powar
- Mr.Kapil Kushwaha
- Mr. Bhagwan Singh Sagwaliya

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Subject:	Minutes of 1st IQAC Meeting for the session 23-24
Venue:	Principal Office at 11.00 A.M
Focus:	Assurance of internal quality
Date	29th July'23
Meeting taken by:	Prof. Vinay K Divan
Attendee:	Designation:
Prof. Vinay K Diwan	Principal
Col. F.B. Allavali	Registrar
Mr. Rajesh Tiwari	Administrative Officer
Dr. Malika Pal	Coordinator of IQAC
MS. Renu Saxena	Senior Faculty
Dr. Ankit jain	Senior Faculty
Ms. Rakhi Purohit	Senior Faculty
Ms. Divya Agarwal	Senior Faculty
S. M. Safwan Husaini	Faculty
Mr. Nitin Jain	Local Society
Ms Gouri Powar	Student
Mr.Kapil Kushwaha	Alumni
Mr. Bhagwan Singh Sagwaliya	Industrialist
Agenda:	
1. Establishment of IQAC 2023-24.	
2. Review of session 2022-23.	

3. Scheduling of meeting for session 2023-24
4. Preparation of academic calendar.
5. Review of Accreditation process.
6. Progress in admissions.
7. Youth festival
8. Others

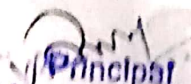
Minutes of the meeting of the IQAC MIE held on 29/07/2023

1. Principal Addressed to the members of newly constituted IQAC for the session 23-24 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. It was decided that the 2nd meeting will be held after completion of the admissions, 3rd meeting will be held soon after CCE based internal examination and 4th well after completion of the sessions.
3. Process was initiated to prepare and submit AQAR for the session 2022-23.
4. It was unanimously decided that all the formats developed and followed for academics during the session 17-18 will be continued in the current session also.
5. It was decided to organize Guest Lectures, Workshops, Seminars and other activities for students.
6. Discuss about increase in admission as compare to previous sessions.
7. It was decided to conduct bridge classes and give instructions to the concern faculty.
8. It was decided to organize youth festival of session 2023-24.
9. Next meeting is scheduled on 7th December'23 after completion of admission process.



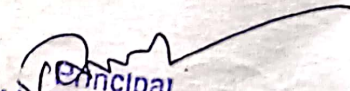


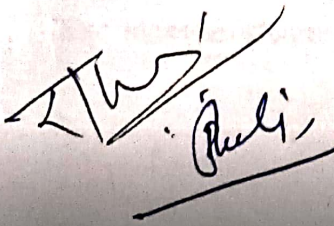
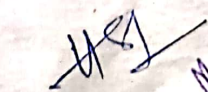
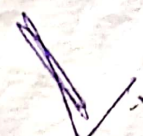



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Action taken on minutes of meeting held on 29th July'2023.submitted on 2nd IQAC meeting.

1. The reports of activities conducted as per recommendations of 1st meeting are placed before the esteemed panel. The list is as under;
 - i. Graduation ceremony held on 14th Aug'23.
 - ii. Workshop on Entrepreneurship Development on 21st Aug'23.
 - iii. Workshop on vermicompost on 24th Aug'23.
 - iv. National Nutrition Week Celebration from 1st Sept'23 to 5th Sept'23.
 - v. Pottery workshop on 16th Sept'23.
 - vi. Computer Troubleshooting & Hardware Assembly Working from 25th Sept'23 to 27th Sept'23.
 - vii. Workshop on "Maintenance of Aquarium" on 26th Sept'23
 - viii. Fresher's Party on 29th Sept'23.
 - ix. Guest Lecture on "How to Crack Govt. Exams" on 5th October'23.
 - x. A lecture on " Road Accident Emergency Life Saving Procedure" on 16th Oct'23.
 - xi. 2 Days workshop on "How to make Tomato Sauce" from 26th Oct'23 to 27th Oct'23.
 - xii. Conduct a seminar on "Factshala" on 2nd Nov'23.
 - xiii. "Voter Awareness Program" by NSS in the campus on 3rd Nov'23.
 - xiv. "Voter Awareness Program" by NSS in beyond the campus on 4th Nov'23.
 - xv. A lecture on "National Cancer Awareness" on 7th Nov'23.
 - xvi. Activity on "Diwali Celebration" on 9th Nov'23.
 - xvii. Performed activity on "Health Statement & Assessment" 24th Nov'23.
 - xviii. NCC Day Celebration on 25th Nov'23.
 - xix. Talk show "Brands of Bhopal" on 28th Nov'23.
 - xx. Seminar on "Career Guidance" on 29th Nov'23.


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Important Notification
IQAC
2nd meeting for Session 23-24

Date 22/11/2023
Ref. No—MIE 40/23-24

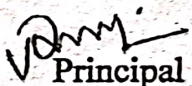
Office Order

This is to inform all the members of IQAC 23-24 that the 2nd meeting of IQAC has been scheduled on 7th December 2023; 11 am at MIE IQAC room .The agenda for the meeting is as under

1. Annual Report of session 22-23
2. Academic Calendar 23-24 and its compliance till Nov.2023.
3. Review of AQAR 22-23 preparation
4. Report of Admissions for session 23-24
5. Report of Youth festival 23-24
6. Result Analysis for session 22-23
7. Fete,(date & theme)
8. Conduction of workshop
9. Proposal for MIS
10. Internal Examination
11. Educational Tour

CC —

- o Col. F.B. Allavali
- o Dr. Malika Pal
- o Mr. Rajesh Tiwari
- o MS. Renu Saxena
- o Dr. Ankit jain
- o Ms. Rakhi Purohit
- o Ms. Divya Agarwal
- o Mr. S.M. Safwan Husaini
- o Mr. Nitin Jain
- o Ms Gouri Powar
- o Mr. Kapil Kushwaha
- o Mr. Bhagwan Singh Sagwallya


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IQAC Minutes Of Meeting Held On 7th Dec'2023

1. Seminar on IPER / Life skills.
2. AQAR must be submitting on time.
3. Fete will be organized on 29th Dec'2023.
4. Conduct Internal Examination from 12th Dec'2023 to 22nd Dec'2023.
5. Organize an Educational tour.
6. Capacity building program for students.
7. Financial support for faculty for attending seminar .This should be reflected in Income & Expenditure Account.
8. ICSSR & MPCST projects can be placed.
9. Stock market live session.
10. Research paper as per UGC norms.
11. Workshop on advanced excel and MS office.
12. Certificate course on tally (will come in value added course).
13. Data cell incharge under IT & Communication cell.
14. Proper MIS should be maintained.
15. As per ordinance 14 (B) CC should be conducted three times in a year.
16. Documents should be checked and verify by Academic Auditor.




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Action taken on minutes of meeting held on 7th Dec 2023 submitted on 3rd IQAC meeting.

1. IPER is scheduled in the April after final examinations of students.
2. AQAR for session 23-24 submitted on 31st December 2023 and accepted on 6th Feb 2024.
3. Report of Fete placed before the panel.
4. Internal Exams had been conducted from 12th Dec'2023 to 22nd Dec'2023. Report of internal Exam placed before the panel.
5. Instead of one Educational tour 5 visits were conducted to expose students on different subjects as listed under.

	Date	Place	Learning out come
1	13 th Jan 2024	Regional Science Center	Learnt on laser techniques
2	19 th Jan 2024	Bend Joints Co	Industrial exposure
3	9 th Feb 2024	Chidikho Wild life	Close encounter with natural wildlife and forest ecosystem
4	28 th Feb 2024	ICAR- CIAE	Innovative techniques in agricultural practices
5	21 st March 2024	CIPET	Recycling of plastics products

6. Summary of various capacity building initiatives taken are as under.

S.No	Date	Name of Activity	Resource Person
1	15 th Dec 2023	Plantation	Prof. RenuSaxena
2	16 th Dec 2023	Research Methodology	Education Department
3	2 nd Jan 2024 to 9 th Jan 2024	Online Demonstration on Instrumentation	Prof. Kalpana Verma
4	9 th Jan 2024	Power Electronic Devices	Dr. Bhupendra Singh
5	16 th Jan 2024 to 18 th Jan 2024	Basic Pharma Techniques	Dr. Rani Rajput
6	29 th Jan 2024	Fete-Utopia	
7	17 th Jan 2024	Movie Based Case Study(12 th Fail)	Commerce & Management Dept.
8	18 th Jan 2024	Case Study (Fete stall)	Dr. Ankit Jain
9	23 rd Jan 2024	Traditional Day	Ms RakhiPurohit
10	25 th Jan 2024	Voter Awareness Day	Ms. PrashansaPurohit
11	13 th Feb 2024	Career Guidance	Dr. Simrina Singh

7. Regarding financial support for faculties for seminar, proposal has been sent to the accounts section. Budget allocation for the same will be done from session 24-25.

8. Major project on A Brief review of Geochemical appraisal of ground water contamination by leachate near a municipal solid waste landfill in view of current and past development scenario to MPCST on 14/2/24 By Dr Rani Rajput.

A Proposal for 3 day training of local farmers (mostly parents & family members of our students) on cultivation & marketing of medicinal plants has been placed to the district Ayush Office by Dr Neelu Quaiyumi on 2/2/24.

9. Two events were organized in this session. A three day workshop on career prospect through financial awareness and management was organized by Ms Charulata Shrivastava on 8th to 10th Jan 2024 recourse person was Mr Vivek Verma from SEBI. And one webinar on Empowering students for financial success was organized by Ms Pushplata Sahu Ms Shruti Gupta from SEBI.

10. Research Paper of Asst.Prof Kalpana Verma had been published on Biotechnological Tools for Biodiversity Conservation at 14th Dec 2023. Chapter of Dr Malika Pal on topic Biotechnology and Biodiversity Conversation in book Futuristics trends in Biotechnology Volume 3 2023 had been published.

11. Internship was conducted on MS Office and Advanced Excel from 5th Feb 2024 to 19th Feb 2024.

12. Internship was conducted on Tally from 5th Feb 2024 to 19th Feb 2024.. Module for certificate course on Tally is in progress. May be introduced from session 24-25.

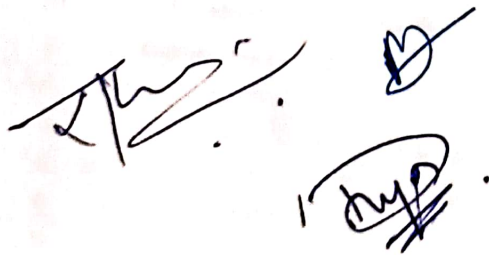
13. Internship on Stock Market, Tally, Digital Marketing and Advanced office had been conducted from 5th Feb'2024 to 19th Feb'2024.

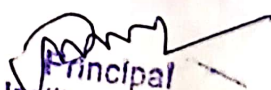
14. Negotiations with vendors regarding MIS in progress.

15. CCE is being conducted three times in the form of internal examination, PPT presentation and assignments Educational tour had been organized on 18th Feb'2024 for commerce & Management students .

16. Academic Audit will be conducted after completion of the session 23-24. Report of AAA for session 22-23 is placed before the panel.

17. Seminar on Life skill on Building a Personal Brand For Future was organized on 11th Jan 2024 , Resource Dr. S. Prabakar Kamath, P3 HR Solution ,New Delhi




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Tel. : 0755-2980083.

E-mail : miebpl2009@gmail.com

Ref. No. MIE/IRAS/542/23-24

Date : 5/4/24

e/c

Important Notification
IQAC
3rd meeting for Session 23-24
Office Order

This is to inform all the members of IQAC 23-24 that the 3rd meeting of IQAC has been scheduled on 5th April 2024 3PM at MIE IQAC room .The agenda for the meeting is as under

1. Review of last IQAC Meeting.
2. AICTE Approval for Session 2024-25.
3. Modification in DLP.
4. Fee Structure Revised for session 24-25.
5. Provide notes to Students.
6. Review of Add Certificate Course Mind riser.
7. MoU with other institutions/organizations
8. NEP (Fourth year)
9. T & P cell to organize sessions for competitive exams to be held from 2pm to 4pm, and on Saturday.
10. Provision and facility for multiple degrees.
11. Update regarding progress on Green Audit & ISO certification


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CC –

- o Col. F.B. Allavali *Feb 5/4*
- o Dr.Prof. Simrina Singh *13/4*
- o Dr.Prof. Malika Par *M.P.*
- o Mr. Rajesh Tiwari
- o MS. Renu Saxena
- o Dr. Ankit jain *Rajesh*
- o ~~Dr.~~Rani Rajput *Rajesh*
- o Ms. Rakhi Purohit *Rajesh*
- o Ms. Divya Agarwal *Rajesh*
- o Mr. Nitin Jain *Rajesh*
- o Ms Gouri Powar
- o Mr.Kapil Kushwaha
- o Mr. Bhagwan Singh Sagwaliya *Phulio*

Mittal Institute of Education

Academic Year 2023-24

Minutes of IQAC Meeting – 3

Date: 5th April 2024

Venue: MIE Library

List of Members Present:

S.No	Members	Designation
1	Prof.Vinay K Diwan	Principal
2	Col. F.B. Allavali	Registrar
3	Mr. Rajesh Tiwari	Administrative Officer
4	Dr.Malika Pal	Coordinator of IQAC
4	Ms.RenuSaxena	Senior Faculty
5	Dr.Ankit Jain	Senior Faculty
6	Ms.RakhiPurohit	Senior Faculty
7	Ms.Divya Agarwal	Senior Faculty
8	Mr.Nitin Jain	Local Society
9	MS. GouriPowar	Student
10	Mr.KapilKushwaha	Alumni
11	Mr.Bhagwan Singh	Industrialist

List of Members Absent :

S.No	Members	Designation
1	Mr. S.M. SafwanHusaini	Faculty

The meeting began with the warm welcome remark and introduction by Dr.Malika Pal Principal, MIE . IQAC welcomed the members with the permission of the chair read the agenda of the meeting.

Agenda 1 – Passing the minutes of the previous meeting held on 7th Dec'2023

The meeting began with the reading of the minutes of previous meeting by Dr.Ankit Jain. Mr.Nitin Jain enquired on the following points pertaining to the minutes:

- Proposal for MIS
- Conduction of workshop

The concern was resolved by Dr.Ankit Jain

**Agenda 2 – Financial support for attending FDP/Seminar/Workshop.
Seminar on IPR**

1. Members of IQAC had suggested to provide financial support to faculties in attending Seminars/FDP/Workshop.
2. Dr.MalikaPal , Principal MIE suggested to conduct seminar on IPR before June 2024. Online seminar can also be conducted.

Agenda 3 –Capacity Building Program and Research paper publication

1. It is recommended for by Mr.Nitin Jain to conduct 7 days CBP for all faculties for at least once in a year.
2. Research paper should be published on Scopus, Global Journal.

Agenda 4 –Proposed activities of Institution

1. Academic Audit should be conducted in physical form before December.
2. Atleast 5 MOU's should be done within span of 4 years.
3. Format of Remedial Learners:
 - Notice
 - Time Table
 - Geo Tag Photos
 - List of students
 - Attendance Register
 - Feedback Report & Statistics
4. As per UGC norms it is important to conduct competitive classes.
5. ISO can be followed as per metric of NAAC.
6. Accounts should be connected with ISO.
7. Certified courses should be conducted for 60 hours.
8. Courses focussing on Skill development and Entrepreneurship Development should be introduced.
9. All circulars , notices, reports and meeting minutes to be uploaded in website.
10. E-content to be provided to students in place of notes.

Agenda 5 – Other Initiatives given in meeting

1. Student Satisfaction Survey to be conducted for session 2023-24. Following points can be included in one Google form :
 - Library
 - Student survey
 - Infrastructure
 - Physical facilities
 - Admission Process
2. Library to be strengthened more.
3. E-resources membership should be taken.
4. Quality Assurance Planning Proforma can be planned for every month on the basis of NAAC annual
5. DLP's should be modified.
6. ICT enabled classes should be conducted.
7. Cross cutting issues to be discussed.


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REPORT ON MINUTES OF MEETING INTERNAL QUALITY ASSURANCE CELL (IQAC)2023-24

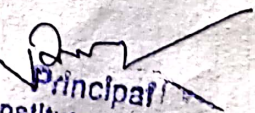
The Third IQAC meeting 2023-24 was conducted on 5th April 2024 3.00 P.M. at MIE IQAC room members. These minutes of the meeting were approved by the IQAC members.

The following points were discussed in the meeting:

The Previous IQAC meeting was conducted on 07-12-2023. The minutes of the meeting were read out with a formal discussion with all IQAC

Sr. No.	Recommendation given by IQAC Committee	Action Taken for Implementation & Outcomes
1.	Review of last IQAC Meeting	Discussions- Financial support to be given to faculties for attending FDP. Action Taken –Resolution done
2	AICTE Approval for session 2024-25	Discussions – It is discussed to take AICTE Approval for session 2024-25 Action Taken - Resolution done
3	Modification in DLP	Discussions – It is discussed to Modify in DLP which is in new session is digitally send in respective group. Action Taken - Resolution done
4	Fee Structure Revised for session 24-25	Discussion – It is discussed to revised the fee structure of session 24-25 Action Taken - Resolution done
5	Provide notes Students	Discussions – It is discussed to provide notes digitally to a students via whatsapp group Action Taken - Resolution done
6	Review of Add on Certificate course Mind riser	Discussions – It is discussed to add on certificate course Mind riser for develop skills,grooming personality and placement assistance for students. Action Taken - Resolution done

7.	MoU with other institutions/organizations	Discussions – It is discussed to initiate the MoU with other institutions /organizations can be followed as per metric of NAAC for students Action Taken - Resolution done 04MoU signed
8.	NEP(Fourth year)	Discussions – It is discussed to initiate theNEP(Fourth year) courses under Advanced learners Assessments. Action Taken – work in progress
9	T&P cell to organize sessions for competitive exams	Discussion: It is discussed to initiateT&P cell to organize sessions for competitive exams Action Taken: work in progress
10	Provision and facility for multiple degrees	Discussions - It is discussed to initiate theProvision and facility for multiple degrees Action Taken – work in progress
11	Green audit and ISO certification	Discussion: It is discussed to initiate the preparation ofISO can be followed as per metric of NAAC. Action Taken: work in progress
12	Student Satisfaction Survey to be conducted for session 2023-24.	Discussion: It is discussedStudent Satisfaction Survey to be conducted for session 2023-24. Action Taken: Resolution done
13	Academic Audit should be conducted in physical form before December.	Discussion: It is discussedAcademic Audit should be conducted in physical form before December. Action Taken: work in progress
14	Seminar on IPR	Discussion: It is discussedSeminar will be conductedon IPR Action Taken: work in progress.


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