



BETHLAHEM INSTITUTE OF ENGINEERING

KARUNGAL - 629 157, KANYAKUMARI DIST., TAMIL NADU.

(Approved by AICTE Vide . F No. 06/05/TN/E&T/2007/25 dt. 02-06-2008 &

Affiliated to Anna University, Chennai.)

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BloE/IQAC/MM/2020-21/01

INTERNAL QUALITY ASSURANCE CELL

Minutes of Meeting

The first meeting of IQAC for the Academic Year 2020-21 was held on 22-01-2021 in the IQAC Office from 2.00 P.M. to 3.15 P.M.

Agenda:

1. Quorum and frequency of IQAC meeting
2. Separate Menu for IQAC in College Website
3. Official e-mail address for IQAC
4. Orientation on Outcome Based Education
5. Successful conduction of Anna University online exam
6. Accreditation Preparatory process (NBA/NAAC)
7. Any other matter with the permission of chair

Members :

SI NO	NAME	DESIGNATION	ROLE
1.	Dr. S. Jerald Jeba Kumar	Principal	Chairperson
2.	Er. T. Isan	Director	Member
3.	Dr. L. Femila	HoD/ECE	Member
4.	Ms. K. Christal Saji	HoD/EEE	Member
5.	Ms. G. Marly	HoD/CSE	Member
6.	Mr. D. Shine Rajesh	HoD/IT	Member
7.	Mr.S. Siga Selvin	HoD/Automobile	Member
8.	Mr. I.Living Prephet	HoD/Mechanical	Member
9.	Mr. M. Jeganalal	HoD/Civil	Member
10.	Mr. V. Davy Christopher	Trustee	Member
11.	Ms. Christ Monica	Nominee from Alumni	Member
12.	Ms.S.Sheji	Nominee from Alumni	Member
13.	Dr. Vijayalakshmi Stephen	Industrialist	Member
14.	Ms.P.Babin Nivya	Nominee from Student	Member
15.	Ms.P.Renisha	Nominee from Student	Member
16.	Dr.S.A.Praylin Selva Blessy	Associate Professor/ECE	IQAC Coordinator

The Chairperson of IQAC presided over the meeting. The Chairperson introduced the members of IQAC and explained the objectives, roles and responsibilities of IQAC. After that the items in agenda were taken-up for consideration.

1) Quorum and frequency of the committee

Resolution:

The committee recorded that the IQAC meeting will be held quarterly and quorum required is two- third of the total members.

2) A separate menu for IQAC in College Website

Resolution:

It was noted that the separate menu has to be created for IQAC in College website.

3) Official e-mail address for IQAC

Resolution:

The committee decided to create an official e-mail ID to communicate among different constituents of the institutions.

4) Orientation on Outcome Based Education (OBE)

Resolution:

To create awareness on OBE, it was decided to organize Faculty Orientation Program on OBE.

5) Successful conduct of Anna University Online Exam

Resolution:

In order to provide instructions to conduct online Exam as per the guidelines of Anna University, it was decided to conduct meeting by Principal and Exam Cell Coordinator to Faculty members. The instructions have to be conveyed to students through online platform by HOD/Class Advisor.

6) Accreditation Preparatory Process (NBA/NAAC)

Resolution:

It is proposed to initiate the Departments for NBA accreditation process and to organize an orientation program on NBA.

The meeting concluded with the vote of thanks by IQAC Coordinator.


IQAC Coordinator

Dr. S. A. Praylin Selva Blessy


Chairperson IQAC

Dr. S. Jerald Jeba Kumar

PRINCIPAL
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