



# 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/2020-21/02

## INTERNAL QUALITY ASSURANCE CELL

### Minutes of Meeting

The second meeting of IQAC for the Academic Year 2020-21 was held on 16-04-2021 in the IQAC office from 2.00 P.M. to 3.45 P.M.

#### Agenda

- 1) Review on action taken on previous meeting minutes
- 2) Effective implementation of RBT
- 3) Successful conduction of Anna university online exam
- 4) ICT Academy activities
- 5) EDC activities
- 6) Faculty Training Program
- 7) Preparation of departmental activities for next semester
- 8) Academic calendar
- 9) NBA process
- 10) Online class conduction – review
- 11) Formations of social media committee
- 12) Any other matters 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

Dr.S.Jerald Jeba Kumar, the Chairperson of IQAC has started the deliberations with warm welcome note.

The following were the deliberations:

- 1) The action taken on the report of IQAC meeting held on 22-01-2021 was discussed

SI No	Points Discussed	Action Taken
i.	Separate menu for IQAC in college website	A separated menu is created in the web page for IQAC
ii.	Official email ID for IQAC	Email id iqac@bethlahem.org is created to communicate among different constituents of Institution
iii.	Orientation on outcome based education	3 days orientation program was conducted by the Principal, Dr. S. Jerald Jeba Kumar.
iv.	Successful conduct of Anna University online exam	For the proper conduct of Anna university online exam a meeting was conducted for the faculty numbers on 29-01-2021. Instructions were given to students through Google meet by respective class Advisors and HOD on 03-01-2021.
v.	Accreditation preparatory process	The department of Computer Science and Engineering started to work to be accredited with NBA under the AICTE Margdarshan scheme. Our institution is a mentee beneficiary Institute with Kalaisalingam University as Mentor. Also an faculty orientation program on NBA was conducted on 10-04-2022 by the faculty members of Kalasalingam University

The following are the forthcoming activities:

Sl. No.	Points of Discussion	Action Plan	Responsibility
2	Effective implementation of RBT	To promote higher order thinking skills effective implementation of RBT is needed	Faculty
3	Successful conduction of Anna university online exam	Online exam process is discussed. Proper instruction need to be given to students through faculty	Exam Cell Mr.R.Jeen Retna Kumar AP/ECE

4	ICT Academy activities	To utilize all the ICT Academy activities effectively	ICT Academy Co-ordinator Dr.S.A.Praylin Selva Blessy
5	EDC activities	To plan for more entrepreneurship awareness program	EDC Coordinator Mr.C.M.Edwin Thurai
6	Faculty training program	Faculty members are advised to attend training program to enrich themselves	Faculty
7	Preparation of departmental activities	Department need to prepare the next semester departmental activities	HoDs
8	Academic calendar	Academic calendar for forth coming Academy has to be prepared	IQAC
9	NBA process	Discuss on the progress on NBA process and planned speed up the process	NBA Coordinator
10	Online class conduction review	Online classes and students attendance will be monitor by the head of departments and submit their observation	HoDs
11	Formation of social media team	A social Media team has to be formed to enhance the visibility of our institution among stakeholders	IQAC
12	Any other matter Covid 19 Vaccination certificate	As per the instruction of government all staff members need to submit 19 vaccination certificates	All Staff Members

The meeting was ended. The IQAC Coordinator thanked all the members for their invaluable suggestions.

  
16/4/21  
IQAC Coordinator  
Dr. S. A. Praylin Selva Blessy

  
16/4/21  
Chairperson IQAC Kumar