



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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Date: 18.11.2021

INTERNAL QUALITY ASSURANCE CELL

Circular

Sub. IQAC Meeting-2 (2021-22)- Reg.

The Internal Quality Assurance Cell (IQAC) meeting is scheduled on 25.11.2021 at 2.00P.M. in IQAC Office.

Agenda:

- 1) Review of actions from previous IQAC meeting
- 2) ISO Surveillance Audit
- 3) ISO documents Revision
- 4) Club Activities
- 5) NBA Work Progress
- 6) NPTEL and other online courses Registration
- 7) Departmental Plan
- 8) Any other matter with the permission of the Chair

All the members are requested to attend the meeting.


IQAC Coordinator


Chairperson IQAC

Copy to:

All HoDs

The Members Concerned

File



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BIoE/IQAC/MM/2021-22/02

INTERNAL QUALITY ASSURANCE CELL

Minutes of Meeting

The second meeting of IQAC for the Academic Year 2021-22 was held on 25-11-2021 in the IQAC Office from 2.00 P.M. to 3.45 P.M.

Agenda

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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. Jeganlal	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 has started the deliberations with warm welcome note and after his opening remarks IQAC Coordinator Dr.S.A.Praylin Selva Blessy continued the proceedings as per agenda.

1.Review of actions from previous IQAC meeting

Sl. No.	Points Discussed	Action Taken
i.	Training and Placement activities	One week Internship program on Machine learning using Python was conducted for students from 4 th – 9 th October 2021, with Dr.B.Ezhilavan, VEI Technologies Pvt.Ltd, Chennai as Resource Person
ii.	ISO	<ul style="list-style-type: none"> • One day Faculty Orientation Program on ISO Certification was conducted with Mr.B.Subramanian, Lead Auditor, Guardian Independent Certification (India) Chennai as Resource person on 25th Sep 2021. • ISO Internal Auditing is Scheduled on 14-12-2021
iii.	Faculty performance appraisal system	Faculty performance appraisal formats revised
iv.	Research and Development	<ul style="list-style-type: none"> • Faculty members participated in technical up gradation programs. Few faculty members published papers and others were motivated to publish. • A webinar was conducted on 23-4-2021 regarding text book publication
v.	Feedback collection	Mid semester feedback forms were collected from students
vi.	Academic Audit	Internal Academic Audit for odd semester was conducted on 09-09-2021
vii.	Question Paper scrutiny	Question papers were scrutinized by Question Paper Scrutiny Committee before the conduct of Internal Assessment test on the following days: IAT 1 - 22-09-2021 IAT 2 - 20-10-2021 Model Test - 15-11-2021
viii.	First year induction program	First year induction program was conducted on 21-10-2021.

Forthcoming activities

Sl.No.	Points of Discussion	Action Plan	Responsibility
2	ISO Surveillance Audit	Conduction of ISO Surveillance audit is expected during last week of December 2022	ISO Coordinator IQAC Coordinator
3	ISO Documents Revision	ISO documents has to be revised in line with the NBA criteria	ISO Coordinator IQAC Coordinator
4	Club Activities	Decided to form various club activities among students	IQAC
5	NBA Work Progress	Reviewed the NBA work progress discussed to speed up the process	NBA Coordinator
6	NPTEL and other online courses registration	All faculty number and students are advised to enroll and complete NPTEL and other online courses to upgrade themselves with advance technology	HoDs and Faculty members
7	Departmental Plan	Department need to plan for forth coming even semester activity	HoDs

Meeting was ended with the vote of thanks by the IQAC coordinator.



IQAC Coordinator

Dr. S. A. Praylin Selva Blessy



Chairperson IQAC

Dr. S. Jerald Jeba Kumar

PRINCIPAL
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