



BETHLAHEM INSTITUTE OF ENGINEERING

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

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

Affiliated to Anna University, Chennai.)

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Date: 15.02.2022

INTERNAL QUALITY ASSURANCE CELL

Circular

Sub. IQAC Meeting-3 (2021-22)- Reg.

The Internal Quality Assurance Cell (IQAC) meeting is scheduled on 25-02-2022 at 2.30 P.M. in IQAC Office.

Agenda:

- 1) Review of actions from previous IQAC meeting
- 2) Training and placement activities
- 3) Even semester activities
- 4) Preparation for NAAC
- 5) Innovative Teaching
- 6) Academic Audit
- 7) IQAC Handbook
- 8) Faculty Orientation Program
- 9) Extra -curricular and co-curricular activities organization
- 10) Any other matters with the permission of 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/2021-22/03

INTERNAL QUALITY ASSURANCE CELL

Minutes of Meeting

The third meeting of IQAC for the Academic Year 2021-22 was held on 25-02-2022 in the IQAC Office from 2.30 P.M. to 4.15 P.M.

Agenda:

- 1) Review of actions from previous IQAC meeting
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- 10) 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. 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 Dr.S.Jerald Jeba Kumar has started the meeting 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.	ISO Surveillance Audit	ISO surveillance audit was completed on 20-12-2021. No non-conformities found in the report. Audit team appreciated the internal audit evaluation procedure
ii.	ISO Documents Revision	Process is going on
iii.	Club Activities	Clubs formed and coordinators assigned
iv.	NBA Work Process	<ul style="list-style-type: none"> A two day faculty orientation program on NBA accreditation process sponsored by AICTE Margdarshan scheme was organized on 13-10-2021 and 14-10-2021 with Professors from Kalaisalingam Academy of Research and Education.They also reviewed the work
v.	NPTEL and other online courses registration	Faculty members appeared for NPTEL Exam
vi.	Departmental Plan	HODs submitted the Departmental Plan

Forthcoming activities:

Sl. No.	Points of Discussion	Action Plan	Responsibility
2	Training and placement activities	Reviewed about the training activities. Planned to conduct more training programs.	Placement Officer Mr.A.Arul Edwin Raj, Asso.Prof/ECE
3	Even semester activities	Departmental activities, academic schedule, subject allotment and course file are to prepared.	HoDs
4	Preparation for NAAC	Planned to arrange orientation program for faculty in order to create awareness about the new formats of NAAC and prepare for NAAC	IQAC coordinator

5	Innovative Teaching	Innovative methods to be adopted to enhance quality of teaching learning process	IQAC
6	Academic Audit	Conduction of academic Audit for even semester(2021-22)	IQAC Coordinator
7	IQAC Handbook preparation	Planned to prepare IQAC Handbook	IQAC Coordinator
8	Faculty orientation program	Conduction of Faculty orientation program for newly appointed faculty members	IQAC
9	Extra and Co-curricular activities	Organize more Extra and Co-curricular activities	HoDs
10	Annual Day, Sports Day and Cultural Fest celebration	Formation of committees to conduct annual day, sports day and cultural fest	IQAC
11	Any other matter	Planned to apply for Bhoomi campus awards	IQAC

The meeting was ended with a vote of thanks from the IQAC Coordinator.


26/2/22
IQAC Coordinator

Dr. S. A. Praylin Selva Blessy


25/2/22
Chairperson IQAC

Dr. S. Jerald Jeba Kumar

PRINCIPAL
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