



# 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 Meeting/Circular/2021-22/01

Date: 19-08-2021

## INTERNAL QUALITY ASSURANCE CELL

### Circular

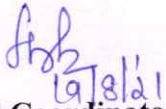
Sub. IQAC Meeting-1 (2021-22) - Reg.

The Internal Quality Assurance Cell (IQAC) meeting is scheduled on 26-08-2021 at 2.30 P.M. in IQAC Office.

### Agenda

- 1) Review of actions from previous IQAC meeting
- 2) Training and Placement activities
- 3) ISO
- 4) Faculty performance appraisal system
- 5) Research and development activities
- 6) Feedback collection
- 7) Academic audit
- 8) Question paper scrutiny
- 9) First year induction program
- 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/2021-22/01**

## INTERNAL QUALITY ASSURANCE CELL

### Minutes of Meeting

The first meeting of IQAC for the Academic Year 2021-22 was held on 26-08-2021 in the IQAC Office from 2.30 P.M. to 3.30 P.M.

#### Agenda

- 1) Review of actions from previous IQAC meeting
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#### Members

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

### 1. Review of actions from previous IQAC meeting

Sl. No.	Points Discussed	Action Taken
i.	Effective implementation of RBT	Faculty members started to prepare course plan and questions that ensure students thinking process to higher level
ii.	Successful conduction of Anna university online exam	Instruction regarding online exam where given to students and successfully completed the exam
iii.	ICT Academy activities	<ul style="list-style-type: none"> <li>• Faculty members attended online FDP organized by ICT Academy</li> <li>• Webinar on Machine Learning was conducted on 17-05- 2021. Another webinar is scheduled on 28-08-20 21</li> <li>• Students registered for Salesforce Developer Catalyst program</li> <li>• Received certificate for Palo Alto partnership</li> </ul>
iv.	EDC Activities	Two days online Entrepreneurship Skill Development program was schedule on 16-10-2021 and 17-10-2021 with Mr. R. Rajesh Field coordinator/EDIT-TN-IEDP Hub, University College Nagercoil as resource person. Also planned to conduct an one day offline Entrepreneurship Skill Development program with the same Resource Person on 17-12- 2021
v.	Faculty Training program	Few faculty members attended training program and others are yet to attend
vi.	Preparation of Departmental activities	Head of Departments have submitted the proposed department activities
vii.	Academic calendar	Academic calendar prepared
viii.	Online class conduction- Review	Online classes and students' attendance on classes are monitored and observations were submitted
ix.	Formation of social media team	Social media committee is formed

### Forthcoming activities

Sl. No.	Points of Discussion	Action Plan	Responsibility
2	Training and placement activities	Training and placement cell need to plan placement training programs for all eligible students	Placement Officer Mr.A.Arul Edwin Raj, Asso.Prof/ECE
3	ISO	ISO orientation program need to be organized conduction of ISO internal audit	ISO Coordinator Ms.V.Monisha,AP/Civil
4	Faculty performance appraisal system	Discussed to revise format for faculty performance appraisal	IQAC Coordinator Dr.S.A.Praylin Selva Blessy
5	Research and development activities	Faculty members are motivated to publish papers, research proposals and participate in technical up gradation programs.	All faculty members
6	Feedback collection	Decided to collect mid semester and end semester feedback from students	IQAC
7	Academic audit	Conduction of internal audit for odd semester of Academic Year 2021-22	IQAC
8	Question paper scrutiny	To implement question paper scrutiny process for internal assessment questions	IQAC
9	First year induction program	To organize induction program for First year students in the month of October	IQAC

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


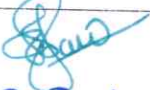











  
26/8/21  
**IQAC Coordinator**

Dr.S.A.Praylin Selva Blessy

  
26/8/21  
**Chairperson IQAC**

Dr.S.Jerald Jeba Kumar

**PRINCIPAL**  
**BETHLAHEM INSTITUTE OF ENGINEERING**  
KARUNGAL -829157, K.K Dist

MEMBERS PARTICIPATED	SIGNATURE
Dr. S. Jerald Jeba Kumar	
Er. T. Isan	
Dr. L. Femila	
Ms. K. Christal Saji	
Ms. G. Marly	
Ms. R. Jegana	
Mr. S. Siga Selvin	
Mr. I. Living Prephet	
Mr. M. Jegan Lal	
Mr. V. Davy Christopher	
Ms. Christ Monica	
Ms. S. Sheji	
Dr. Vijayalakshmi Stephen	
Ms. Babin Nivya	
Ms. Renisha	
Dr. S. A. Praylin Selva Blessy	