



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: 26.05.2022

INTERNAL QUALITY ASSURANCE CELL

Circular

Sub. IQAC Meeting-4 (2021-22) - Reg.

The Internal Quality Assurance Cell (IQAC) meeting is scheduled on 02-06-2022 at 2.30 P.M. in IQAC Office.

Agenda:

- 1) Review
- 2) Academic calendar
- 3) Revision of student handbook
- 4) Roles and responsibilities
- 5) Academic audit
- 6) Experiential learning
- 7) Internship or implant training
- 8) Departmental activities preparation
- 9) Institute innovation council registration
- 10) AICTE SLA Parakh Participation
- 11) 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/2021-22/04

INTERNAL QUALITY ASSURANCE CELL

Minutes of Meeting

The fourth meeting of IQAC for the Academic Year 2021-22 was held on 02-06-2022 in the IQAC Office from 2.30 P.M. to 4.00 P.M.

Agenda:

- 1) Review
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- 11) 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 deliberations with warm welcome note and 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
	Training and Placement Activities	A pre-placement assistance was conducted by Bluegenit Information Technology on 02-06-2022.
ii.	Even semester activities	Even semester activities are being carried out as scheduled
iii.	Preparation for NAAC	<ul style="list-style-type: none"> Faculty orientation program on NAAC Accreditation and Assessment - Mastering criteria was conducted with Dr.C.James, Associate Professor/ Physics, Controller of Examination and IQAC Director, Scott Christian College Nagercoil on 22-03-2022. Criteria-in-charges are assigned and Principal Dr.S.Jerald Jeba Kumar conducted NAAC orientation for criteria-in-charges.
iv.	Innovative teaching	Experiential learning and flipped videos planned for all courses and implemented
v.	Academic audit academic	Audit conducted on 19-03-2022
vi.	IQAC handbook preparation	IQAC handbook preparation is in process
vii.	Faculty Orientation Program	Faculty Orientation Program for newly appointed faculty members was conducted on 27-04-2022
viii.	Extra and Co-curricular activities	<ul style="list-style-type: none"> More focus has been given for Extra and Co-curricular activities Guest lecture on "Cyber threat and security in a post pandemic world" was conducted on 13-4-2022 with Dr.E.A.Mary Anits, Professor, CSC, Christ University, Bangalore. International conference on soft computing and Intelligent systems in Association with VEI technology was conducted on 06-05-2022

ix.	Annual day, Sports day and Cultural Fest celebration	Committees formed and the events were organized in the following days: Annual Day: 13-05-2022 Sports Day: 12-05-2022 Cultural Fest: 10-05-2022
x.	Bhumi campus Awards	Applied for Bhumi Campus Awards

Forthcoming activities

Sl.No.	Points of Discussion	Action Plan	Responsibility
2	Academic calendar	Academic calendar for the odd semester of academic year 2022-23 has to be prepared	IQAC
3	Revision of students handbook	Discussed to revise students handbook	IQAC
4	Roles and responsibilities	Decided to prepare the roles and responsibilities	IQAC
5	Academic audit	Conduction of internal audit for both odd and even semester	IQAC
6	Experiential Learning -Anna University	As per the instruction of Anna University, planned to implement Experiential learning	HoDs
7	Internship or implant training	All students should be instructed to attend internship or implant training during the semester holidays and submit the certificates	HoDs
8	Departmental activities preparation	Department need to allocate subject and plan for forthcoming odd semester departmental activities	HoDs
9	Institute innovation cell registration	Decided to form IIC and register the same	IQAC
10	AICTE SLA Parakh project	<ul style="list-style-type: none"> In order to access the technical knowledge creativity and cognitive skills 	IQAC

		<p>all students are to be guided to register in SLA Parakh project and participate in assessment.</p> <ul style="list-style-type: none">• Faculty coordinator have to chosen to monitor the students' performance	
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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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