



## BHIMAVARAM INSTITUTE OF ENGINEERING & TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to JNTUF, Kakinada)

An ISO 9001:2015 Certified Institution

Goraganamudi (Village), Pennada Grama Panchayat, Palakoderu Mandalam,  
West Godavari District, Andhra Pradesh 534243

Phone: 088162 36877,

email: principal@bietbvm.ac.in

www.bietbvm.ac.in

Ref: BIET/IQAC/CIR-10/2022-2023

DATE:12.12.2022

### CIRCULAR

All the IQAC members are hereby informed that the meeting of IQAC is scheduled on 16.12.2022 at 11.00AM in IQAC chamber to discuss the following agenda.

#### Agenda:

1. Action taken report on minutes of meeting held on 17.08.2022
2. Review about the Training and placement cell.
3. Review on update of NAAC work
4. Preparation of time tables for upcoming semester.
5. Discussion on effective utilization of ICT tools.
6. Departmental budget
7. Review on course files, which includes attendance, student performance, question papers, internal marks, assignments, and evaluation pattern etc
8. Discussion on student attendance and their performance.
9. Discussion on nominating a new IQAC Coordinator.
10. Any other item with permission of chair.

**All the members are requested to attend the meeting.**

  
Coordinator, IQAC

**Bhimavaram Institute of Engg. & Tech**  
**Pennada, Bhimavaram-534 243.**

Copy to: The Hon'ble secretary & Correspondent  
The principal Office File,  
All Members of IQAC, Staff, students and notice Boards.



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Phone: 088162 36877,

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www.bietbvr.ac.in

### Internal Quality Assurance cell (IQAC) committee members

S.NO	NAME	Designation	Designation in committee	Signature
1	Dr. K. Suresh	Principal	Chairperson	
2	Mr.D.Srikar	CSE	Coordinator	
3	Sri. A.SriHari	Secretary & Correspondent	Member	
4	Sri. A.Sri.Venkateswara Rao	Managing Trustee	Member	
5	Mr. S Murali Krishna	Vice - Principal	Member	
6.	Dr.K.Bhaskar Rao	Dean-Academics	Member	
7	Dr.I. Surya Rao	Industrialist	Member	
8	Mr. J.S.S Rama Raju	Addl.Chief Superintend	Member	
9	Mr. Vinod	Administrative Officer	Member	
10	Mrs.Ch.Rohini	Hod,MBA	Member	
11	Mr.P.Harish	Hod,Mech	Member	
12	Mr.Absr.Manohar	Hod,ECE	Member	
13	Mr.J.Ramkumar	Hod,CSE	Member	
14	Mr. D. Avinash	Alumni	Member	

Coordinator, IQAC

Bhimavaram Institute of Engg. & Tech  
Pennada, Bhimavaram-534 243.

Chairman, IQAC

Dr. KOPPARTHI SURESH  
PRINCIPAL  
BHIMAVARAM INSTITUTE OF  
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Ref: BIET/IQAC/MOM-10/2022-2023

Date: 16.12.2022

### MINUTES OF MEETING

The IQAC review meeting was held on 16.12.2022 at 11.00 AM in IQAC Chamber.

#### Discussion on the agenda:

1. The resolutions made in the previous meeting have been unanimously ratified by all the members.
2. Resolved to conduct more number of programs on industrial practices by experts, further, suggested to increase the number of campus placements and recruitment drives
3. The Committee reviewed the status on NAAC files and suggested some modifications as per quality basis.
4. The Committee informed all HODs to submit time tables of upcoming semester.
5. Resolved to encourage faculty members in using ICT tool to enhance the teaching quality.
6. Resolved to review budget utilization on quarterly basis and to take initiatives to augment the utilization of the budget, if they are lagging behind.
7. The Committee informed that to update the course files as per semester wise in all subjects for this academic year at every department.
8. The committee recommended that credibility of assessment and evaluation process of the students and interacts with parents regarding internal mid marks, lab marks and attendance, backlogs if any.
9. The Committee unanimously nominated Dr.S.A.Manga Tayararu, Professor of English, Dept of Basic science and Humanities as Coordinator of IQAC from onwards.
10. The Committee reviewed the NAAC related pending works and assigned targets to all the staff.

At the end of the minutes, committee members resolved that the action plans, academic issues presented by IQAC were meticulous. Meeting was concluded with by proposing vote of thanks.

  
Coordinator, IQAC  
**IQAC**

**Bhimavaram Institute of Engg. & Tech**  
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Chairman, IQAC  
PRINCIPAL  
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Ref: BIET/IQAC/CIR-9/2022-2023

DATE:12.08.2022

### CIRCULAR

All the IQAC members are hereby informed that the meeting of IQAC is scheduled on 17.08.2022 at 11.00AM in IQAC chamber to discuss the following agenda.

#### Agenda:

1. Action taken report on minutes of meeting held on 20.05.2022
2. Plan of Annual Alumni Meet 2022
3. Update on NAAC files & Department PPT's.
4. Review of awareness programme on "DISHA APP" by WE & GRC and NSS unit
5. Review of one week Faculty Development Program on OBE
6. Review on Result analysis.
7. Discuss on conducting the induction programme for the first year students.
8. Any other item with permission of chair.

All the members are requested to attend the meeting.

*D. Saiker*  
Coordinator, IQAC

**I Q A C**

Bhimavaram Institute of Engg. & Tech

Pennada, Bhimavaram-534 243.

Copy to: The Hon'ble secretary & Correspondent  
Mr., IQAC Coordinator

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12	Mr.Absr.Manohar	Hod,ECE	Member	
13	Mr.J.Ramkumar	Hod,CSE	Member	
14	Mr. D. Avinash	Alumni	Member	

Coordinator, IQAC

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Chairman, IQAC

Dr. KOPPARTHI SURESH  
PRINCIPAL  
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Ref: BIET/IQAC/MOM-8/2021-2022

Date: 20.05.2022

### MINUTES OF MEETING

The IQAC review meeting was held on 20.05.2022 at 2.00 PM in IQAC Chamber.

#### Discussion on the agenda:

1. The resolutions made in the previous meeting have been unanimously ratified by all the members.
2. The committee reviewed the syllabus coverage, student performance in internal examinations identifying the weak students and recommend that conduct the extra classes for the lagging subjects and weak students in each department.
3. The committee recommended that credibility of assessment and evaluation process of the students and interacts with parents regarding internal mid marks, lab marks and attendance, backlogs if any.
4. The committee reviewed the CRT program for Final year students and recommended that incorporate the more training seasons and interactions with industry personnel to create awareness among the students and proposed to conduct communication classes for fluency in English.
5. The committee reviewed on the training and placements Cell Activities and directed the TPO to improve placements by inviting more companies. HoDs are informed to interact the core industries for the betterment of placements.
6. The committee resolved the number of faculties required for each department as per the AICTE norms for the next academic year.
7. The committee proposed to all HoDs to motivate all the staff members and students to present papers and to do research based activities in our college as well as in other colleges.
8. The committee discussed on the JNTUK FFC Visit and AICTE visit. IQAC chairman suggested to all HoDs, ready to prepare all documents as per norms of JNTUK and AICTE.
9. The committee proposed to all HoDs to conduct Inter College level competitions in sports and games for the next academic year.

At the end of the minutes, committee members resolved that the action plans, academic issues presented by IQAC were meticulous. Meeting was concluded with by proposing vote of thanks.


  
Coordinator IQAC

**Bhimavaram Institute of Engg. & Tech**  
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Chairman, IQAC  
**Dr. KOPPARTHI SURENDR**  
**PRINCIPAL,**  
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Coordinator, IQAC

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Ref: BIET/IQAC/CIR-8/2021-2022

DATE:18.05.2022

### CIRCULAR

All the IQAC Members are here by informed that the first meeting of IQAC is Scheduled on 20.05.2022 at 02.00 PM in IQAC Chamber to discuss the following Agenda.

#### AGENDA:

1. Action taken report on minutes of meeting held on 12.2.2022
2. Review on the syllabus Coverage.
3. Review on the performance of students
4. Review on the CRT program for Final year students.
5. Discursion on placement Activities during the Academic year.
6. Faculty requirement for the next academic year.
7. Review on the Academic Activities and research Activities planning for the next academic year.
8. Discussion on the JNTUK FFC Visit and AICTE visit etc.
9. Discussion on the Inter College level competitions.
10. Any other item with the permission of the chair.

**All the members are requested to be present for the meeting**

*D. Subbarao*  
Coordinator, IQAC

Bhimavaram Institute of Engg. & Tech  
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Coordinator, IQAC  
IQAC

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Chairman, IQAC

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Ref: BIET/IQAC/MOM-9/2022-2023

Date: 17.08.2022

### MINUTES OF MEETING

The IQAC review meeting was held on 17.08.2022 at 11.00 AM in IQAC Chamber.

#### Discussion on the agenda:

1. The resolutions made in the previous meeting have been unanimously ratified by all the members
2. The committee decided to organize annual alumni meet 2022 on 15 August 2022 and informed alumni coordinator to submit plan of action.
3. The Committee reviewed the status on NAAC files and department PPT's.
4. The Committee reviewed the awareness programme on "DISHA APP" by WE & GRC and NSS unit
5. The committee reviewed the one week online FDP on "Outcome Based Education".
6. The committee reviewed the branch wise analysis of result and identified the toppers list of IV B.Tech- II sem department wise.
7. It has been decided and approved to conduct the induction programme for the first year students to create interest in their selected courses.
8. The Committee reviewed the NAAC related pending works and assigned targets to all the staff.

At the end of the minutes, committee members resolved that the action plans, academic issues presented by IQAC were meticulous. Meeting was concluded with by proposing vote of thanks

*D. Suresh*  
Coordinator, IQAC

**IQAC**

Bhimavaram Institute of Engg. & T  
Pennada, Bhimavaram-534 244.

*K. Suresh*  
Chairman, IQAC

**Dr. KOPPARTHI SURESH**  
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**. Ref: BIET/IQAC/CIR-7/2021-2022**

**Date: 07.02.2022**

### **CIRCULAR**

All the IQAC members are hereby informed that the thirteenth meeting of IQAC is scheduled on 12.02.2022 at 11.00 AM in IQAC chamber to discuss the following agenda.

#### **Agenda:**

1. Action taken report on minutes of meeting held on 04/10/2021
2. Review on Certificate programs
3. Planning to conduct FDPs by all departments
4. About NSS activities.
5. Any other item with permission of chair.

**All the members are requested to attend the meeting.**

*D. Srikar,*  
Coordinator, IQAC  
**I Q A C**

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**Ref: BIET/IQAC/MOM-7/2021-2022**

**Date: 12.02.2022**

### **MINUTES OF MEETING**

The IQAC review meeting was held on **12.02.2022** at 11.00 AM in IQAC Chamber.

#### **Discussion on the agenda:**

1. The resolutions made in the previous meeting have been unanimously ratified by all the members.
2. The Committee recommended all the HODs to encourage the staff and students participate in certificate programmes for updating their knowledge in their respective fields.
3. The Committee is planning to organize one or two day's workshop by all departments
4. The committee reviewed the Guest lecture on "Assessment and Accreditation".
5. The Committee reviewed the awareness programs on food and nutrition and self employment for women at rural areas under NSS unit.
6. The Committee suggested the departments to conduct online webinars on latest trends and technologies for Students & staff to upgrade their knowledge.
7. The Committee reviewed the NAAC related pending works and assigned targets to all the staff.

At the end of the minutes, committee members resolved that the action plans, academic issues presented by IQAC were meticulous. Meeting was concluded with by proposing vote of thanks.

  
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2	Mr.D.Srikar	CSE	Coordinator	
3	Sri. A.SriHari	Secretary & Correspondent	Member	
4	Sri. A.Sri.Venkateswara Rao	Managing Trustee	Member	
5	Mr. S Murali Krishna	Vice - Principal	Member	
6.	Dr.K.Bhaskar Rao	Dean-Academics	Member	
7	Dr.I. Surya Rao	Industrialist	Member	
8	Mr. J.S.S Rama Raju	Addl.Chief Superintend	Member	
9	Mr. Vinod	Administrative Officer	Member	
10	Sri K Srinivasa Rao	Hod,MBA	Member	
11	Mr.P.Harish	Hod,Mech	Member	
12	Mr.Absr.Manohar	Hod,ECE	Member	
13	Mr.J.Ramkumar	Hod,CSE	Member	
14	Mr. D. Avinash	Alumni	Member	

Coordinator, IQAC  
IQAC

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Chairman, IQAC

Dr. KOPPARTHI SURESH  
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(Approved by AICTE, New Delhi & Affiliated to JNTUK Kakinada)  
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Phone: 088162 36877, email: principal@bietbvm.ac.in, www.bietbvm.ac.in

**Ref: BIET/IQAC/CIR-6/2021-2022**

**Date: 1.10.2021**

**CIRCULAR**

All the IQAC members are hereby informed that the meeting of IQAC is scheduled on 04.10.2021 at 11.00 AM in IQAC chamber to discuss the following agenda.

**Agenda:**

1. Action taken report on minutes of meeting held on 14.10.2020
2. Review on the Training and placement cell.
3. Review on syllabus coverage
4. Preparation of time tables for upcoming semester.
5. Discussion on effective utilization of ICT tools.
6. Departmental budget
7. Review on the MoU by the each department.
8. Any other item with permission of chair.

**All the members are requested to attend the meeting.**

*D. Srikar*  
Coordinator, IQAC

**I Q A C**

Bhimavaram Institute of Engg. & Tech  
-Pennada, Bhimavaram-534 243.

**Copy to:** The Hon'ble secretary & Correspondent  
Mr.D.Srikar, IQAC Coordinator  
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**Ref: BIET/IQAC/MOM -6/2021-2022**

**Date: 04.10.2021**

### **MINUTES OF MEETING**

The IQAC review meeting was held on 04.10.2021 at 11.00 AM in IQAC Chamber.

#### **Discussion on the agenda:**

1. The resolutions made in the previous meeting have been unanimously ratified by all the members.
2. Resolved to conduct more number of programs on industrial practices by experts. Further, suggested to increase the number of campus placements and recruitment drives.
3. The committee reviewed the syllabus coverage, student performance in internal Examinations identifying the weak students and recommend that conduct the extra classes for the lagging subjects and weak students in each department.
4. The Committee informed all HODs to submit time tables of upcoming semester.
5. Resolved to encourage faculty members in using ICT tool to enhance the teaching quality.
6. Resolved to review budget utilization on quarterly basis and to take initiatives to augment the utilization of the budget, if they are lagging behind.
7. The committee reviewed the MOU of each department exists and suggested to get the more industry collaborations and MOU's to develop the intuition.

At the end of the minutes, committee members resolved that the action plans, academic issues presented by IQAC were meticulous. Meeting was concluded with by proposing vote of thanks.

*D. Srikar*  
**Coordinator, IQAC**

*Bhimavaram Institute of Engg. & Tech*  
*Pennada, Bhimavaram-534 243.*

**Copy to:** The Hon'ble secretary & Correspondent  
Mr.D.Srikar, IQAC Coordinator  
The principal Office File,  
All Members of IQAC, Staff, students and notice Boards

*K. Suresh*  
**Chairman, IQAC**

**Dr. KOPPARTHI SURESH**  
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11	Mr. P. Harish	Hod, Mech	Member	
12	Mr. Absr. Manohar	Hod, ECE	Member	
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**Ref: BIET/IQAC/CIR-5/2020-2021**

**Date: 13.10.2020**

### **CIRCULAR**

All the IQAC members are hereby informed that the meeting of IQAC is scheduled on 14.10.2020 at 11.00 AM in IQAC chamber to discuss the following agenda.

#### **Agenda:**

1. Action taken report on minutes of meeting held on 15.7.2019.
2. Review on Teaching and Learning Process
3. Review about outcome based education.
4. Departmental Budget.
5. About Ez maintenance
6. Review on status of the laboratories in our campus.
7. Schedule for HOD's meeting and Staff meeting.
8. Review on EAMCET admissions.
9. Any other item with permission of chair.

**All the members are requested to attend the meeting.**

*D. Srikar*  
Coordinator, IQAC

**IQAC**

Bhimavaram Institute of Engg. & Tech  
Pennada, Bhimavaram-534 243.

**Copy to:** The Hon'ble secretary & Correspondent  
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Coordinator, IQAC

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Ref: BIET/IQAC/MOM-5/2020-2021

Date: 14.10.2020

### MINUTES OF MEETING

The IQAC review meeting was held on 14.10.2020 at 11.00 AM in IQAC Chamber.

#### Discussion on the agenda:

1. The resolutions made in the previous meeting have been unanimously ratified by all the members.
2. The committee reviewed Teaching and Learning Process viz Proper planning of class work, timely updating of course files student attendance registers, conduct of quality assignments, preparation of quality question papers with applicable levels Bloom's taxonomy action verbs, timely and unbalanced evaluation process.
3. The committee reviewed the effective implementation of outcome based education by considering indirect attainment through course end survey, program exit survey and student portfolio( co-curriculum activities )feedback.
4. Resolved to plan properly the utilization of 2020-21 budgets.
5. The committee reviewed maintenance of Ez in all aspects.
6. The committee reviewed the laboratories about ensuring the adequate facilities and maintenance of the labs, proposed laboratory upgrade for the upcoming curriculum as per the university syllabus.
7. The Committee decided to conduct HODs and staff meetings often.
8. The committee suggested the admission team to review on the EAMCET admissions.
9. The Committee reviewed the NAAC related pending works and assigned targets to all the staff.
10. At the end of the minutes, committee members resolved that the action plans, academic issues presented by IQAC were meticulous. Meeting was concluded with by proposing vote of thanks.

  
Coordinator, IQAC

Bhimavaram Institute of Engg. & Tech  
Pennada, Bhimavaram, 534 243

Copy to: The Hon'ble secretary & Correspondent

Mr.D.Srikar, IQAC Coordinator

The principal Office File,

All Members of IQAC, Staff, students and notice Boards

  
Chairman, IQAC

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**Ref: BIET/IQAC/CIR-4/2019-2020**

**Date: 11.07.2019**

### **CIRCULAR**

All the IQAC Members are here by informed that the first meeting of IQAC is scheduled on 15.07.2019 at 10:00 AM in IQAC Chamber to discuss the following Agenda.

#### **AGENDA:**

1. Ratification and resolution made in the previous meeting.
2. Review on student's feedback.
3. Review on syllabus coverage.
4. Review on Training and placement activities.
5. Maintenance of E-z attendance in all departments for all years of B.Tech
6. Review on the MoU by the each department.
7. Review on outcome based education.
8. Review on Certificate programs
9. Any other item with the permission of the chair.

**All the members are requested to be present for the meeting.**

  
Coordinator, IQAC

**IQAC**

**Bhimavaram Institute of Engg. & Tech**  
**Pennada, Bhimavaram-534 243.**

**Copy to:** The Hon'ble secretary & Correspondent  
Mr.D.Srikar, IQAC Coordinator  
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**Ref: BIET/IQAC/MOM-4/2019-2020**

**Date: 15.07.2019**

### **MINUTES OF MEETING**

The IQAC Review meeting was held on **15.07.2019** at 11.00 AM in IQAC Chamber.

#### **Discussion on the agenda:**

1. The resolution made in previous meeting has been unanimously ratified by all members.
2. According to student's feedback, The committee suggested that the faculty who are less than 80% , to work out to improve the benchmark as 90% by enabling the ICT tools and video Lectures in the regular basis.
3. The committee reviewed the syllabus coverage, student performance in internal examinations identifying the weak students and recommend that conduct the extra classes for the lagging subjects and weak students in each department.
4. The committee reviewed the training and placements Cell activities and suggested to conduct the extra training seasons, CRT classes and English classes for getting good placements.
5. The committee reviewed maintenance of E-z attendance in all departments for all years of B.Tech students up to date in all aspects.
6. The committee reviewed the MOU of each department exists and suggested to get the more industry collaborations and MOU's to develop the intuition.
7. The committee reviewed the effective implementation of outcome based education by considering indirect attainment through course end survey, program exit survey and student portfolio( co-curriculum activities )feedback.
8. The committee pass the resolution to the all departments encourage the faculty as well as students to participate in the NPETL courses for the enhancement of their self abilities.
9. The Committee reviewed the NAAC related pending works and assigned targets to all the staff.

**The meeting is concluded with vote of thanks.**

*D. Suresh*  
Coordinator, IQAC

**IQAC**

**Bhimavaram Institute of Engg. & Tech**  
**Pennada, Bhimavaram-534 243**

Copy to: The Hon'ble secretary & Correspondent

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*K. Suresh*  
Chairman, IQAC

**Dr. KOPPARTHI SURESH**

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**Ref: BIET/IQAC/CIR-3/2018-2019**

**Date:05.12.2018**

### **CIRCULAR**

All the IQAC Members are here by informed that the first meeting of IQAC is scheduled on 10.12.2018 at 10:00 AM in IQAC Chamber to discuss the following Agenda.

#### **AGENDA:**

1. Review on Syllabus coverage.
2. Review on CRT Program for final year students..
3. Review on the Industrial visits for 3<sup>rd</sup> year students.
4. Review on the performance of students.
5. Faculty requirement for the next academic year .
6. Fare well day celebrations for the final year students.
7. Review on Training and placement activities.
8. Review on Teaching and Learning Process.
9. Review on the MoU by the each department.
10. To discuss on the sankranthi sambaralu which will be held on January 2019.
11. Any other item with the permission of the chair.

**All the members are requested to be present for the meeting.**

*D. Srikar*  
Coordinator, IQAC

**IQAC**  
Bhimavaram Institute of Engg. & Tech  
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Chairman, IQAC

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Ref: BIET/IQAC/MOM-3/2018-2019

Date: 10.12.2018


### MINUTES OF MEETING

The IQAC Review meeting was held on 10.12.2018, at 11.00 AM in IQAC Chamber.

#### Discussion on the agenda:

1. The committee reviewed the syllabus coverage of all the departments and suggested that implement and incorporation the ICT Enabled teaching and Video Lectures, MOOCS in regular curriculum to encourage the students in the view of 360 Degree Development.
2. The committee reviewed the CRT program for Final year students and recommended that incorporate the more training seasons and interactions with industry personnel to create awareness among the students.
3. The committee reviewed the industrial visits for Third year students and recommended to all HoDS to plan before the semester exams and make them aware on Industry work and it's relations with society, institution etc.
4. The committee reviewed on the performance of students regarding internal mid marks, lab marks and attendance and recommend all the HoDs to conduct the extra classes for the lagging subjects in each department backlogs if any
5. The committee resolved the number of faculties required for each department as per the AICTE norms for the next academic year.
6. The committee suggested to all HODs, celebrate the Farewell party for the final year students in the month of march, 2019.
7. The committee reviewed the training and placements Cell activities and suggested to conduct the extra training seasons, CRT classes and English classes for getting good placements.
8. The IQAC Chairman has highlighted the importance of Teaching and Learning Process viz Proper planning of class work, timely updating of course files student attendance registers, conduct of quality assignments, preparation of quality question papers with applicable levels Bloom's taxonomy action verbs, timely and unbalanced evaluation process.
9. The committee reviewed the MOU of each department exists and suggested to get the more industry collaborations and MOU's to develop the intuition.
10. The committee recommended to all the departments to conduct the samkranthi Sambaralu in January 2019 with good participation of students and faculty in all events.

The meeting is concluded with vote of thanks.

  
Coordinator, IQAC  
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Pennada, Bhimavaram-534 243

Copy to: The Hon'ble secretary & Correspondent  
Mr.D.Srikar, IQAC Coordinator  
The principal Office File,  
All Members of IQAC, Staff, students and notice Boards

  
Chairman, IQAC

Dr. KOPPARTHI SURESH  
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2	Mr.D.Srikar	CSE	Coordinator	
3	Sri. A.V.V.Satyanarayana	Secretary & Correspondent	Member	
4	Sri. A.Sri.Venkateswara Rao	Managing Trustee	Member	
5	Mr. S Murali Krishna	Vice - Principal	Member	
6	Dr.I. Surya Rao	Industrialist	Member	
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8	Mr. Vinod	Administrative Officer	Member	
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**Ref: BIET/IQAC/CIR-2/2017-2018**

**Date: 12.02.2018**

### **CIRCULAR**

All the IQAC Members are here by informed that the first meeting of IQAC is scheduled on 20.02.2018 at 10:00 AM in IQAC Chamber to discuss the following Agenda.

#### **AGENDA:**

1. Ratification and resolution made in the previous meeting.
2. Selection of elective subjects.
3. Review on student's Feed back
4. About the syllabus coverage
5. About the blood donation camp for the recent days.
6. Review on the laboratories.
7. Final year projects.
8. To discuss the implementation of Remedial classes.
9. To discuss on conducting college level sports and technical feast.
10. Any other item with the permission of the chair.

**All the members are requested to be present for the meeting.**

*D. Srikar*  
**Coordinator, IQAC**

**Bhimavaram Institute of Engg. & Tech**  
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**Copy to:** The Hon'ble secretary & Correspondent

Mr.D.Srikar, IQAC Coordinator

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Coordinator, IQAC

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Ref: BIET/IQAC/MOM-2/2017-2018

Date: 20.02.2018

### MINUTES OF MEETING

The IQAC Review meeting was held on 20.02.2018, at 11.00 AM in IQAC Chamber.

#### Discussion on the Agenda:

1. The resolution made in previous meeting has been unanimously ratified by all members.
2. The committee suggested that consider the students choice to choose the elective subjects recommended modern techniques.
3. According to student's feedback, The committee suggested that the faculty who are less than 80% , to work out to improve the benchmark as 90% by enabling the ICT tools and video Lectures in the regular basis.
4. The committee reviewed the syllabus coverage and recommend that conduct the extra classes for the lagging subjects in each department.
5. The institution encourages social service based activities involving students through NSS Wing actively organizing social events like blood camp, medical camp, eye camp etc in and around the college premises.
6. The committee reviewed the laboratories about ensuring the adequate facilities and maintenance of the labs, proposed laboratory set up for the upcoming curriculum as per the university syllabus.
7. The committee recommended to department to establish the project review committee for the smooth conduction of the final year projects and encourage the students towards the research and development activities etc.
8. The committee reviewed the syllabus coverage and recommend that conduct the remedial classes for the lagging subjects in each department.
9. The committee suggested to all the departments to encourage the students to participate in the culture fest and sport fest.

The meeting is concluded with vote of thanks

*D. Srikar*  
Coordinator, IQAC

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*K. Suresh*  
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**Ref: BIET/IQAC/CIR-1/2017-2018**

**Date: 14.06.2017**

### **CIRCULAR**

All the IQAC Members are here by informed that the first meeting of IQAC is scheduled on 17.06.2017 at 10:00 AM in IQAC Chamber to discuss the following Agenda.

#### **AGENDA:**

1. To discuss the primary aim and function of IQAC.
2. To discuss the Implementation of R16 Regulation to the 2016 admitted batch.
3. To discuss the Faculty work load and time tables for the incorporation of CRT in regular curriculum.
4. To discuss the ICT in teaching and learning.
5. To discuss the implementation of Remedial classes.
6. To discuss the co-circular activities and events apart from the academics.
7. Any other item with the permission of the chair.
8. All the members are requested to be present for the meeting.

*D. Sikel*  
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Coordinator, IQAC

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**Ref: BIET/IQAC/MOM-1/2017-2018**

**Date: 17.06.2017**

### **MINUTES OF MEETING**

The first IQAC meeting is held on 17.06.2017, Monday at 10:00 AM with the principal in the chair in the IQAC chamber. At the outset the chairman has spoken about the objectives of the cell. Quality is the result of a carefully constructed academic environment leads to impact on the society and leading our nation to first place. National Assessment and Accreditation council (NAAC), purposes that every institution should establish and engage internal Quality Assurance cell (IQAC) as a quality impact and sustainability in Academic and Administrative wings. BIET has established IQAC towards promoting excellence in academic and administrative wings as well.

#### **The Primary aim of IQAC is:**

1. To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of an institution.
2. To promote measure for institutional functioning towards quality enhancement through the quality culture and institutional best practices.

#### **Few Functions of the IQAC are:**

1. Development and application of quality parameters for various academic and administrative activities of the institution.
2. Facilitating arecreation of learner-centric environment conducive to quality education.
3. Arrangement for feedback response from students, parents and stockholders on quality related intuitional process.
4. Document of the various programs / activities leading to quality improvement.
5. Acting a nodal agency of the institution for coordinating quality related activities including adoption and dissemination of best practices.
6. Development of the quality culture in the institution.
7. Preparation of Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.
8. To implement the quality policies and guidelines of NAAC through IQAC and spread them into students, staff and among parents etc.
9. Organization of inter and intra Quality improvement programs like seminars, workshops, short term courses and enhance the quality of the institution.



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### **Discussion on the agenda:**

1. All the members expressed their happiness over the constitution of IQAC and pledged to extend their support for the development of the institution.
2. The committee reviewed the pattern of R16 regulation and advised the faculties to explain about new regulation to the students.
3. The committee reviewed the subject allocation of each faculty workload to 24 hours or periods per week and advised that faculties to use innovative methodologies and incorporation of soft skill based teaching in to their regular usage.
4. The committee members recommended ICT Facilities in the proposed classrooms and conducting remedial classes for the students having more than 5 subjects of backlogs in their completed semesters.
5. The committee has taken an initiative to motivate the students and faculties for R&D Activities such as publications, research grants.
6. The committee suggested that all the departments shall conduct training programs, workshops and seminars etc.
7. The committee had a discussion of Memorandum of understanding (MoU) with other institutions to improve resources sharing and developments too.
8. To increase the placements for the next academic year by identifying the good diversity with industries.
9. The meeting is concluded with vote of thanks.

*D. Srikar*  
Coordinator, IQAC

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Pennada, Bhimavaram-534 243.

*K. Suresh*  
Chairman, IQAC

Dr. KOPPARTHI SURESH  
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