



IQAC Circular

02.07.2025

Ref No.:BCET/IQAC/2025-26/MoM1/Circular-1

A meeting of the Internal Quality Assurance Cell of Behara College of Engineering and Technology-V1 (A.Y.2025-26) is scheduled on 04.07.2025 at 3:30pm in IQAC Room. Honourable Principinpal Sir, All the members of IQAC, Hods are requested to attend the meeting.

Agenda:

1. Review of IQAC Activities
2. Discussion on feedback system
3. Course File of I B Tech II Sem Submission
4. Attendance books Submission
5. Website related Information
6. Model Lesson Plans of II-I, I-I Submission

V Anil Kumar

IQAC Coordinator
IQAC CO-ORDINATOR
Behara College of Engineering and Technology
88th ward, Narava, G V M C,
Visakhapatnam-530027



Minutes of Meeting

Ref No.:BCET/IQAC/2025-26/MoM1

Referring to Circular Ref No.:BCET/IQAC/2025-26/MoM1/Circular-1 dated 02.07.2025, a meeting took place in IQAC Room. During this session, the following agenda points were discussed.

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1. Review of IQAC Activities
2. Discussion on feedback system
3. Course File of I B Tech II Sem Submission
4. Attendance books Submission
5. Website related Information
6. Model Lesson Plans of II-I, I-I Submission

S NO	DESCRIPTION	RESPONSIBILITY
1	Activities, Functions of IQAC	IQAC Committee
2	FeedBacks of 2 nd Sem to each faculty	Exam Cell & IQAC
3	Course File Submission to IQAC	Each Faculty
4	Attendance Books	Concerned HoDs
5	College Web Site Related Information	Different Departments
6	Model Lesson Plans submissions	Every Faculty



BEHARA

COLLEGE OF ENGINEERING AND TECHNOLOGY

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IQAC

S.NO.	Name of staff	Department	Signature
1.	V. Anil Kumar	IQAC	V. Anil Kumar
2.	G. Srikanth	Exam Cell Incharge	G. Srikanth
3.	Y. Pavani	BS&H	Y. Pavani
4.	K.S.P. Keerthi	CSE	K.S.P. Keerthi
5.	S. NIKITHA	BS&H	S. Nikitha
6.	D. Kijan Kumar	MECH	D. Kijan Kumar
7.	A. Chandra Sekhara Rao	MECH	A. Chandra Sekhara Rao
8.	Ch. Govindareja	EEE	Ch. Govindareja
9.	Dr. A. B. B. B. B. B.	English	Dr. A. B. B. B. B. B.
10.	Ch. Narayana Rao	HOD-CSE	Ch. Narayana Rao
	Dr. B. Devi	HOD-BS&H	Dr. B. Devi

V. Anil Kumar
IQAC

Principal Dr. B. E. T.



Action Taken Report

From the Meeting of IQAC on 04.07.2025, the action taken report as follows accordingly.

1. Introduction, Actions, Reviews of IQAC Cell Explained by IQAC Coordinator with the presence of Honourable Principal sir
2. Feedbacks collected from students in I Btech II sem and discussed with each faculty and given individually & Action taken accordingly.
3. Course Files of I Btech II sem are Submitted by all staff members on 10.07.2025
4. Attendance books of each staff members are submitted to IQAC Through HoDs
5. College Web Site came to active fully with all Related information to the User/Student point of view.
6. Model lesson Plans, Long & Short Answer Questions with Answers are given by staff members, uploaded in web site, and given to individual Class students.

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