



# BETHLAHEM INSTITUTE OF ENGINEERING

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

(Approved by AICTE Vide : FNo. 06/05/TN/E&T/2007/25 dt. 02-06-2008 &

Affiliated to Anna University, Chennai)

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BloE/IQAC Meeting/Circular/2022-23/01

12-09-2022

## INTERNAL QUALITY ASSURANCE CELL

### Circular

**Sub:** IQAC Meeting-1 (2022-23) - Reg.

The Internal Quality Assurance Cell (IQAC) meeting is scheduled on 16-09-2022 at 2.30 P.M. in R&D Cell.

#### Agenda

- 1) Action Taken Report
- 2) Naan Mudhalvan courses
- 3) Co-curricular and Extra-curricular activities
- 4) Documentation of faculty achievements
- 5) Regulation-2021 elective course selection
- 6) Online course registration
- 7) Any other issues with the approval of the Chair

All the members are requested to attend the meeting.

  
12/9/22  
IQAC Coordinator

  
12/9/22  
Chairperson IQAC

Copy to:

All HoDs

The Members Concerned

File

**BETHLAHEM INSTITUTE OF ENGINEERING, KARUNGAL**  
**INTERNAL QUALITY ASSURANCE CELL**

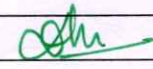

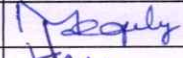

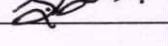
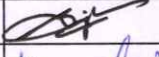
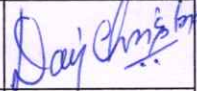
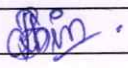
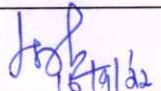
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**BIoE/IQAC/MM/2022-23/01**

**Minutes of First Meeting for the Academic Year 2022-23**

The First meeting of IQAC for the Academic Year 2022-23 was held in R&D Cell on 16<sup>th</sup> September, 2022 at 02.30 P.M.

**Members**

Sl. No	Name	Designation/ Affiliation	Role	Signature
1	Dr. C. Emmy Prema	Principal	Chairperson	
2	Er. T. Isan	Director	Senior Administrative Officer	
3	Dr R. Jeen Retna Kumar	HoD/ ECE	Member	
4	Dr X. Felix Joseph	HoD/ EEE	Member	
5	Ms. G. Marly	HoD/ CSE	Member	
6	Ms. Jegana. R	HoD/ IT	Member	
7	Mr. S. Siga Selvin	HoD/Auto	Member	
8	Mr. I. Living Prephet	HoD/ Mech	Member	
9	Mr. Shijilin Prem Shiold. S	HoD/ Civil	Member	
10	Mr. V. Davy Christopher	Trustee	Member from Management	
11	Ms. Christ Monica	Customer Service Associate, IOB Pudukottai	Alumni	
12	Ms. S. Sheji	Design Engineer Miraka Construction Thiruvithamcode	Alumni	
13	Dr Vijayalakshmi Stephen R	CEO-Vijailakshmi Hitech Solutions India	Industrialist	
14	Ms. P. Babin Nivya	IV Year B.E.-ECE	Student	
15	Ms. P. Renisha	IV Year B.E.-Civil	Student	
16	Dr S .A. Praylin SelvaBlessy	Associate Professor/ ECE	IQAC Coordinator	

## **Agenda**

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- 2) Naan Mudhalvan courses
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## **Meeting Minutes**

The IQAC meeting began with an opening prayer offered by Mr. M. Saravanan, IQAC member. Dr. C. Emmy Prema, the IQAC Chairperson, delivered a warm welcome address, and Dr. S.A. Praylin Selva Blessy, the IQAC Coordinator, then proceeded the meeting through the agenda.

### **Item 1: Action Taken Report**

The IQAC Coordinator presented an update on the action items arising from the minutes of the fourth meeting for the academic year 2022-23

#### **a) Academic calendar**

The academic calendar for the odd semester of the 2022-23 academic year has been finalized.

#### **b) Revision of student handbook**

The student handbook has been revised and the soft copy has been displayed for review.

#### **c) Roles and responsibilities**

The roles and responsibilities for all designations have been prepared.

#### **d) Academic Audit**

Audits have been scheduled for the following dates:

<b>Audit</b>	<b>Semester</b>	<b>Date</b>
Program Level-Beginning	2022-23 Odd	August 25, 2022
IQAC- Beginning	2022-23 Odd	August 27, 2022
Program Level-End	2022-23 Odd	January 5, 2023
IQAC-End	2022-23 Odd	January 7, 2023



#### **e) Experiential learning**

To enhance experiential learning fieldwork, internships, industrial visit are planned for all departments.

#### **f) Internship or Implant Training**

All students are strongly encouraged to undertake internship or implant training.

#### **g) Departmental Activities Preparation**

Heads of Departments have submitted subject allocation and departmental plans.

#### **h) Institute Innovation Council Registration**

The Institute Innovation Council (IIC) has been registered, and activities are planned.

#### **Item 2: Naan Mudhalvan courses**

The IQAC Coordinator focused on the implementation and effectiveness of the "Naan Mudhalvan" courses offered by the Tamil Nadu Government in collaboration with industry experts.

Dr. Jeen Retna Kumar, the Naan Mudhalvan course coordinator, provided information regarding student enrollment and assigned faculty for each course.

Mr. T. Annish Jeba Thurai, an IQAC member, encouraged effective implementation of these government initiatives.

#### **Item 3: Co-curricular and extra-curricular activities**

The Chairperson reviewed the participation of students in co-curricular and extra-curricular activities.

Er. T. Isan, Senior Administrative Officer, suggested more importance can be given to enhance these activities.

#### **Item 4: Documentation of faculty achievements**

The IQAC Coordinator highlighted the importance of documenting faculty achievements for various purposes like recognition and accreditation.

The Chairperson urged the need for a standardized approach to faculty achievement documentation.

**Item 5: Regulation-2021 elective course selection**

The Chairperson explored the possibility of structuring elective course selection under Regulation-2021 based on verticals.

Er. T. Isan suggested that selecting electives within a vertical could allow students to specialize in a specific area for a more coherent learning experience and recommended selecting electives based on the Anna University curriculum.

**Item 6: Online course registration**

The Chairperson reviewed the functioning of the online course registration system and identified areas for improvement.

The IQAC Coordinator suggested increasing the online course registration rate.

Since there were no further items on discussion, the meeting concluded at 3.15 P.M. with a vote of thanks by the IQAC Coordinator.

*Job*  
*16/9/22*

**IQAC COORDINATOR**

Dr.S.A.Praylin Selva Blessy

*Dr.C. Emmy Prema*  
*16/9/22*

**CHAIRPERSON**

Dr.C. Emmy Prema

**PRINCIPAL**  
**BETHLAHEM INSTITUTE OF ENGINEERING**  
**KARUNGAL - 329157, K.K. Dist.**