



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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BIOE/IQAC Meeting/Circular/2022-23/02

21-11-2022

INTERNAL QUALITY ASSURANCE CELL

Circular

Sub. IQAC Meeting-2 (2022-23)- Reg.

The Internal Quality Assurance Cell (IQAC) meeting is scheduled on 02-12-2022 at 3.00 P.M. in R&D Cell.

Agenda:

1. Action Taken Report
2. Program level audit and IQAC audit
3. Departmental activities
4. Carrer guidance and placement training
5. Paper publication
6. Annual day and sports day celebrations
7. Progress of college magazine task
8. Any other issues with the approval of the Chair

All the members are requested to attend the meeting.


IQAC Coordinator


Chairperson IQAC

Copy to:

All HoDs

The Members Concerned

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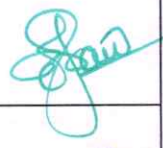

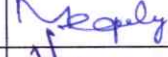


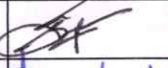
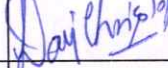




BETHLAHEM INSTITUTE OF ENGINEERING, KARUNGAL
INTERNAL QUALITY ASSURANCE CELL

BIoE/IQAC/MM/2022-23/02

Minutes of Second Meeting for the Academic Year 2022-23

The Second meeting of IQAC for the academic year 2022-23 took place in R&D Cell on 2nd December, 2022 at 3.00 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.	Ms. K. Christal Saji	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 Pudukkottai	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 Selva Blessy	Associate Professor/ ECE	IQAC Coordinator	

Agenda

- 1) Action Taken Report
- 2) Program level audit and IQAC audit
- 3) Departmental activities
- 4) Carrer guidance and placement training
- 5) Paper publication
- 6) Annual day and sports day celebration
- 7) Progress of college magazine task
- 8) Any other issues with the approval of the Chair

Meeting Minutes

The meeting commenced with a prayer led by IQAC member Ms. K. Christal Saji. Dr. C. Emmy Prema, IQAC Chairperson, then offered a warm welcome and IQAC Coordinator Dr. S.A. Praylin Selva Blessy proceeded with the agenda.

Item 1: Action Taken Report

The IQAC Coordinator presented a brief about the previous meeting and informed about actions taken.

a) Naan Mudhalvan courses

Naan Mudhalvan Courses are offered to II, III and IV Year students with assigned course coordinators. The course coordinators attended Faculty Development Program organized by Anna University in various institutions over Tami Nadu. The courses are now being conducted in the institution as per the instructions given by University.

b) Co-curricular and extra-curricular activities

To promote co-curricular and extracurricular activities, the institution has implemented a two-tiered coordinator system. An overall coordinator oversees activities at the institutional level, while department coordinators manage activities within their respective departments. These department coordinators actively inform students about various inter-institutional and intra-institutional events and encourage participation. This system has resulted in a remarkable increase in both student participation and achievement rates.

c) Documentation of faculty achievements

The IQAC maintains individual files for faculty members to document their achievements. The process of updating these files is ongoing.

d) Regulation-2021 elective course selection

Third-year elective courses are selected based on student options, aligning with the vertical options provided by the university curriculum.

e) Online course registration

Online course registration and completion have been prioritized. All faculty members and students are encouraged to actively participate in online courses.

Item 2: Program level audit and IQAC audit

The IQAC Coordinator informed the upcoming program-level audit and IQAC audit.

Er.T.Isan, Senior Administrative Officer, recommended adhering strictly to the proposed audit dates.

Item 3: Departmental Activities

The Chairperson requested that departmental plans, including all departmental activities for the upcoming even semester, be submitted by 2nd February, 2023.

Item 4: Career guidance and placement training

The Chairperson discussed the recent progress of career guidance and placement training programs offered to students.

Mr. Shijilin Prem Shiroid S, IQAC member suggested hosting an awareness seminar on career opportunities and placement preparation to provide exposure to the students.

All members recommended for offering more training programs to enhance student placement.

Item 5: Paper publication

The IQAC Coordinator emphasized the crucial role of faculty and student participation in various research and publication endeavors, such as peer-reviewed journals, conferences, and book chapters.

The Chairperson suggested exploring initiatives to further encourage faculty and PG student participation in research and publication activities.

Item 6: Annual day and sports day celebration

The Chairperson discussed about the planning and organization of the annual day and sports day celebrations. Members shared ideas for innovative activities and themes to make the events engaging and memorable.

Item 7: Progress of college magazine task

The IQAC Coordinator discussed the progress of the upcoming college magazine issue.

The Chairperson reviewed the content plan, submission deadlines, and editorial processes.

Er.T.Isan, Senior Administrative Officer recommended soliciting contributions from both students and faculty to ensure a diverse and informative magazine.

The IQAC Coordinator thanked all the members for their contributions in the quality enhancement of the institution and the meeting adjourned at 04.10 P.M.



IQAC COORDINATOR

Dr.S.A.Praylin Selva Blessy



CHAIRPERSON

Dr.C. Emmy Prema

PRINCIPAL

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