



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/2022-23/04

12-06-2023

INTERNAL QUALITY ASSURANCE CELL

Circular

Sub. IQAC Meeting-4 (2022-23) - Reg.

The Internal Quality Assurance Cell (IQAC) meeting is scheduled on 21-6-2023 at 11.30 A.M. in R&D Cell.

Agenda

- 1) Action Taken Report
- 2) Program level and IQAC audit
- 3) Faculty appraisal submission
- 4) Academic calendar preparation
- 5) Student Induction Program and Freshers Day
- 6) Resuming NAAC work
- 7) Any other issues with the approval of the Chair

All the members are requested to attend the meeting.


12/6/23
IQAC Coordinator


12/6/2023
Chairperson IQAC

Copy to:

All HoDs

The Members Concerned

File




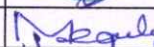

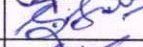
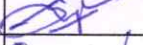
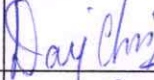



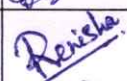
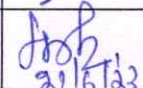
BETHLAHEM INSTITUTE OF ENGINEERING, KARUNGAL
INTERNAL QUALITY ASSURANCE CELL

BIoE/IQAC/MM/2022-23/04

Minutes of Fourth Meeting for the Academic Year 2022-23

The Fourth meeting of IQAC for the Academic Year 2022-23 was held in R&D Cell on 21-06-2023 at 11.30 A.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.	Ms. K. Christal Saji	HoD/ EEE	Member	
4.	Ms. G. Marly	HoD/ CSE	Member	
5.	Ms. Jegana R	HoD/ IT	Member	
6.	Mr.S. Siga Selvin	HoD/Auto & Mech	Member	
7.	Mr. Shijilin Prem Shiold. S	HoD/ Civil	Member	
8.	Mr. V. Davy Christopher	Trustee	Member from Management	
9.	Ms. Christ Monica	Customer Service Associate, IOB Pudukkottai	Nominee from Alumni	
10.	Ms. S. Sheji	Design Engineer Miraka Construction Thiruvithamcode	Nominee from Alumni	
11.	Dr Vijayalakshmi Stephen R	CEO-Vijailakshmi Hitech Solutions India	Industrialist	
12.	Ms. P. Babin Nivya	IV Year B.E.-ECE	Nominee from Student	
13.	Ms. P. Renisha	IV Year B.E.-Civil	Nominee from Student	
14.	Dr S. A. Praylin Selva Blessy	HoD/ ECE	IQAC Coordinator	

Agenda

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Meeting Minutes

The meeting commenced with a prayer offered by Ms. K. Christal Saji, IQAC member, followed by a welcome address by the Chairperson of IQAC Dr. C. Emmy Prema. The IQAC coordinator reviewed actions taken from the previous meeting and then proceeded with the meeting.

Item 1: Action Taken Report

a) ICT Academy activities

The IQAC Coordinator reviewed the recent activities conducted in collaboration with ICT Academy. She informed Faculty Development Programme (FDP) on "Microsoft Power BI Data Analyst Associate". The IQAC Coordinator informed about a successfully completed Faculty Development Programme (FDP) on "Microsoft Power BI Data Analyst Associate" in collaboration with ICT Academy from 12th-16th June, 2023. Additionally, the Coordinator presented a copy of the certificate issued to participants who successfully completed the FDP.

b) Preparation of Anna University audit

The IQAC Coordinator informed that the Anna University external audit had been conducted department-wise by external experts from various institutions, and the inspection was successfully completed.

c) Feedback collection

The IQAC Coordinator informed the committee that the process of collecting feedback is complete, and analysis is currently underway. It is anticipated to be finalized soon.

d) Naan Mudhalvan activities

The IQAC Coordinator informed about the recent participation of four students in the District Level-startup TN Tirunelveli Regional Hub. She highlighted the participation in the program, which was held in association with the District administration and the Tamil Nadu Skill Development Corporation. She further emphasized the students' achievement of securing third place in the competition. This accomplishment demonstrates the valuable skills and experience students gain through the Naan Mudhalvan program.

The members commended the students on their success and expressed appreciation for their dedication and hard work.

Item 2: Program Level and IQAC Audit:

The Chairperson reviewed the progress made in preparing for the upcoming program level and IQAC audits.

Er. T. Isan, Senior Administrative Officer, to ensure timely completion and finalization of the report.

Item 3: Faculty Appraisal Submission:

The Chairperson emphasized the importance of timely submission of the Faculty appraisal forms. All faculty members were reminded to submit the completed forms on or before August 5th, 2023.

Er. T. Isan, Senior Administrative Officer, encouraged the department to remind any faculty members who might have missed the initial deadline to ensure timely completion.

Item 4: Academic calendar preparation

The IQAC Coordinator presented the draft academic calendar for the upcoming year, facilitating a discussion among members. The proposed semester structure, examination schedule, and holidays were reviewed.

Er. T. Isan, Senior Administrative Officer, proposed adjustments to optimize the academic calendar and ensure smooth academic operations.

Item 5: Student Induction Program and Freshers' Day

The Chairperson led a review of the student induction program and the upcoming Freshers' Day celebrations focusing on its planning and execution. The effectiveness of the program in orienting new students to the academic environment and fostering a sense of belonging was evaluated.

Item 6: Resuming NAAC work


The Chairperson led a discussion on resuming the NAAC accreditation process, following a period of potential pause. Members identified crucial areas requiring immediate focus and collaboratively developed a plan for restarting the process. This plan outlines clear timelines and assigns specific responsibilities to ensure effective implementation.


Item 8: Any Other Issues with the Approval of the Chair

Er. T. Isan, Senior Administrative Officer, reminded about the planning of recent celebrations, including Independence Day and Athapookollam.

The Chairperson expressed support for organizing the mentioned programs and specifically highlighted the possibility of conducting an Athapookollam competition.

The meeting concluded with a vote of thanks by the IQAC Coordinator at 12.15 P.M.


21/6/23
IQAC COORDINATOR
Dr.S.A.Praylin Selva Blessy


21/6/2023
CHAIRPERSON
Dr.C. Emmy Prema
PRINCIPAL
BETHLEHEM INSTITUTE OF ENGINEERING
KARUNGAL - 629157, K.