



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/2022-23/03

10-03-2023

INTERNAL QUALITY ASSURANCE CELL

Circular

Sub. IQAC Meeting-3 (2022-23) - Reg.

The Internal Quality Assurance Cell (IQAC) meeting is scheduled on 21-03-2023 at 10.00 A.M. in R&D Cell.

Agenda:

- 1) Action Taken Report
- 2) ICT Academy activities
- 3) Preparation of Anna University audit
- 4) Feedback collection
- 5) Naan Mudhalvan activities
- 6) 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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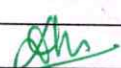
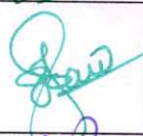
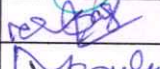
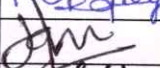



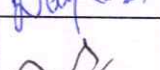
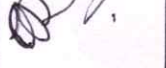
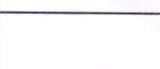
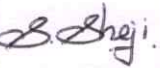
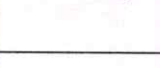

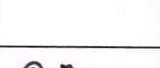
BETHLAHEM INSTITUTE OF ENGINEERING, KARUNGAL
INTERNAL QUALITY ASSURANCE CELL

BIoE/IQAC/MM/2022-23/03

Minutes of Third Meeting for the Academic Year 2022-23

The Third meeting of IQAC for the Academic Year 2022-23 was held in R&D Cell on 21st March, 2023 at 10.00 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	Member	
7.	Mr. I. Living Prephet	HoD/ Mech	Member	
8.	Mr. Shijilin Prem Shiold. S	HoD/ Civil	Member	
9.	Mr. V. Davy Christopher	Trustee	Member from Management	
10	Ms. Christ Monica	Customer Service Associate, IOB Pudukottai	Nominee from Alumni	
11	Ms.S.Sheji	Design Engineer Miraka Construction Thiruvithamcode	Nominee from Alumni	
12	Dr.Vijayalakshmi Stephen R	CEO-Vijailakshmi Hitech Solutions India	Industrialist	
13	Ms. P. Babin Nivya	IV Year B.E.-ECE	Nominee from Student	
14	Ms.P.Renisha	IV Year B.E.-Civil	Nominee from Student	
15	Dr. S. A.Praylin Selva Blessy	HoD/ ECE	IQAC Coordinator	 21/3/23

Agenda

- 1) Action Taken Report
- 2) ICT Academy activities
- 3) Preparation of Anna University audit
- 4) Feedback collection
- 5) Naan Mudhalvan activities
- 6) Any other issues with the approval of the Chair

Meeting Minutes

The meeting started with a prayer by Ms. Jegana. R, the IQAC member. The Chairperson of IQAC Dr. C. Emmy Prema started the deliberations with a warm welcome note and the IQAC Coordinator Dr. S. A. Praylin Selva Blessy continued the proceedings as per agenda.

Item 1: Action Taken Report

The IQAC Coordinator briefly reviewed the previous meeting minutes and informed about actions taken.

a) Program level audit and IQAC audit

Program level audit was conducted on 1st February, 2023 and IQAC audit on 3rd February, 2023.

b) Departmental activities

The IQAC Coordinator outlined planned departmental activities and emphasized the key initiatives undertaken by each department.

c) Carrer guidance and placement training

The IQAC Coordinator explained about workshops and training sessions on career skills development, resume writing, and interview techniques organized for students.

d) Paper publication

Faculty members and PG students are encouraged to actively participate in research activities and publish their findings in peer-reviewed journals and conferences. Few faculty members and students are currently preparing manuscripts for publication.

e) Annual day and Sports day celebrations

The sports day and annual day were successfully conducted on March 16th and 17th, 2023, respectively.

f) Progress of college magazine task

The College magazine was published on the annual day and the IQAC coordinator displayed the same.

g) Committee and Cell Activities

The IQAC Coordinator presented a report on the recent activities of various committees and cells. The report highlighted key achievements and upcoming initiatives for each committee and cell.

NSS successfully organized a Kidney Day event in the college premises on March 4th, 2023, and provided a free medical camp in collaboration with Lister Hospitals, Marthandam, as part of its social service initiatives.

The POSH (Prevention of Sexual Harassment) Cell commemorated Women's Day on March 8th, 2023, and emphasized the importance of sexual harassment prevention.

Item 2: ICT Academy Activities

The IQAC Coordinator presented an overview of the activities conducted by the ICT Academy. This included details on workshops, training programs, and other initiatives undertaken to promote digital literacy and equip students with relevant ICT skills.

Er. T. Isan, Senior Administrative Officer, recommended organizing a Faculty Development Program on recent trends. The members agreed to further discuss and finalize the program details.

Item 3: Preparation of Anna University External Audit

The Chairperson reviewed the progress of preparations for the upcoming Anna University external audit. She subsequently requested that the IQAC team to provide details of departmental documents required for the internal audit.

Item 4: Feedback Collection

The Chairperson led a discussion on effective strategies for collecting feedback from various stakeholders, including students, faculty, alumni, and employers. This feedback will be used to assess the quality of the institution's academic programs and services.

Er. T. Isan, Senior Administrative Officer, emphasized the importance of analyzing the collected feedback and subsequently generating an action-taken report to address the feedback points and improve institutional processes.

Item 5: Naan Mudhalvan activities

The Chairperson discussed about Naan Mudhalvan activities and their impact on student learning and innovation.

Er. T. Isan, Senior Administrative Officer, suggested prioritizing the improvement of these activities.

The IQAC Coordinator concluded the meeting at 11.00 A.M. by thanking all members for their valuable contributions and expressing confidence in the collective efforts to enhance the quality of education at the institution.


21/3/23
IQAC COORDINATOR

Dr.S.A.Praylin Selva Blessy


21/3/2023
CHAIRPERSON

Dr.C. Emmy Prema

PRINCIPAL
BETHLAHEM INSTITUTE OF ENGINEERING
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