



# 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 &

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BloE/IQAC Meeting/Circular/2023-24/02

11.12.2023

## INTERNAL QUALITY ASSURANCE CELL

### Circular

#### Sub. IQAC Meeting-2 (2023-24) - Reg.

The Internal Quality Assurance Cell (IQAC) meeting is scheduled in R&D Cell on 20-12-2023 at 11.30 A.M.

#### Agenda:

- 1) Action Taken Report
- 2) Academic and Administrative Audit
  - Internal and External Academic Audit
  - Internal and External Administrative Audit
- 3) Departmental Plan
- 4) Work towards NAAC visit
- 5) Career counseling and guidance
- 6) Annual day and sports day celebration
- 7) Preparation of faculty profile
- 8) Preparation of department Profile
- 9) Enhancing IIC activities
- 10) 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

File

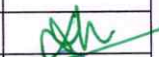

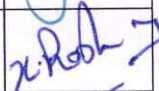

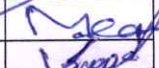

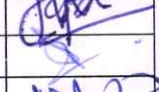

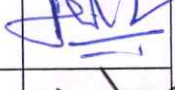


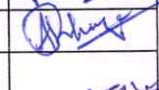
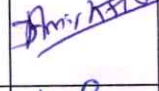
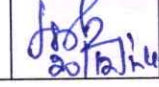
**BETHLAHEM INSTITUTE OF ENGINEERING, KARUNGAL**  
**INTERNAL QUALITY ASSURANCE CELL**

**BloE/IQAC/MM/2023-24/02**

**Minutes of Second Meeting for the Academic Year 2023-24**

The Second meeting of IQAC for the Academic Year 2023-24 was held in R&D Cell on 20<sup>th</sup> December, 2023 at 11.30 A.M.

**Members Present**

Sl. No	Name	Designation/ Affiliation	Role	Signature
1.	Dr. C. Emmy Prema	Chairperson	Chairperson	
2.	Er. T. Isan	Administrative Officer	Senior Administrative Officer	
3.	Dr X. Roshan Xavier	Assistant Professor/ Mechanical	Member	
4.	Mr. Shijilin Prem Shiroid S	HoD/Civil	Member	
5.	Ms. G. Marly	HoD/CSE	Member	
6.	Mr. Sugad Singh B	HoD/EEE	Member	
7.	Ms. Jegana R	HoD/IT	Member	
8.	M. Saravanan	HoD/S&H	Member	
9.	Ms. Monisha V	Assistant Professor/Civil	Member	
10.	Ms. Henilin J.K	Assistant Professor/CSE	Member	
11.	Mr. Monikandakumar R	Assistant Professor/ Automobile	Member	
12.	Akshaya J.L.	II Year B.E.-Civil	Student	
13.	Mr. Annish Jeba Thurai T	Software Engineer, Bethlahem Infotech, Karungal	Industrialist	
14.	Dr.S.A.Praylin Selva Blessy	HoD/ ECE	IQAC Coordinator	

### Members-in-absentia

Sl.No.	Name	Designation/ Affiliation	Role
1.	Mr. C. Y. Jasper Kins	Trustee	Member from Management
2.	Adv. S. Raja Sekhar	Advocate & Notary, Civil Court Campus, Thuckalay	Nominee from Local Society
3.	Mr. M. Santhosh	HoD/Mechanical	Member
4.	D. Aksha Sherin	IV Year B.E.-ECE	Student
5.	Dr.R.Christal Jebi	Managing Director, Researcher Lyceum PVT LTD,Karungal	Alumni

### Agenda

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- 9) Enhancing IIC activities
- 10) Any other issues with the approval of the Chair

### Meeting Minutes

The meeting commenced with a prayer offered by Mr. M. Saravanan, 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 elaborated on the action taken report on the minutes of the first meeting for the academic year 2023-24.

**a) Feedback analysis**

The IQAC Coordinator explained the status of feedback analysis for the following category:

1. Student
2. Teacher
3. Employer
4. Alumni

**b) NPTEL course registration review**

The IQAC Coordinator informed that the number of faculty members and students enrolled for NPTEL Courses has increased, but not all registrants have completed the courses. Therefore, a decision was made to enhance NPTEL registration and course completion

**c) MOU**

The IQAC Coordinator reported that all departments have been assigned the task of forming three Memorandum of Understanding. Three departments have completed the task, and other departments are in progress.

**d) IIC Activities**

The Institutional Innovative Cell (IIC) activities have been steered up and have attained a single star rating. The IQAC Coordinator appreciated the efforts of IIC members.

**Item 2: Academic and Administrative Audit**

The IQAC Coordinator informed the plan to conduct Internal and External Academic Audits, as well as Internal and External Administrative Audits. The Chairperson, emphasized the importance of these audits.

**Item 3: Departmental plan**

The IQAC Coordinator requested all Head of Departments to submit the Departmental Plan for the upcoming even semester.

Mr.M.Saravanan, IQAC member, suggested developing a common annual plan for all departments before the beginning of the academic year.

Er. T. Isan, Senior Administrative Officer, suggested completing any leftover activities from the previous semester and implementing a common annual plan from the next academic year.

**Item 4: Work towards NAAC visit**

The Chairperson urged all Heads of Departments to ensure faculty members complete assigned NAAC tasks on time and submit course files according to the designated timeline.

Er. T. Isan inquired about the specific timeline for course file completion.

The Chairperson reiterated the importance of completing all assigned tasks on time.

**Item 5: Career counseling and guidance**

The Chairperson highlighted the importance of providing career counseling and guidance to final year students.

**Item 6: Annual day and sports day celebrations**

The Chairperson stated that the Annual day and sports day celebrations will be planned and committees will be framed.

**Item 7: Preparation of faculty profile**

The IQAC Coordinator informed that it is planned to prepare a faculty profile for the academic year 2022-23. She also requested that the Head of Departments to provide the sufficient details to IQAC.

**Item 8: Preparation of department profile**

The IQAC Coordinator said that it is also planned to prepare a department profile for the academic year 2022-23 and requested the Head of Departments to provide the details of departmental activities.

**Item 9: Enhancing IIC activities**

The IQAC Coordinator stated that the IIC activities should be enhanced to attain a higher rating.

**Item 10: Any other issues with the approval of the Chair**

Mr. Shijilin Prem Shiold S, an IQAC member, suggested that a fund could be collected to conduct the co-curricular activities.

Er. T. Isan, the Senior Administrative Officer, and the Chairperson agreed that the suggestion would be discussed and the decision communicated.

The meeting concluded with a vote of thanks by the IQAC Coordinator at 12.10 P.M.

  
**IQAC COORDINATOR**

Dr.S.A.Praylin Selva Blessy

  
**CHAIRPERSON**

Dr.C. Emmy Prema

**PRINCIPAL**  
BETHLAHEM INSTITUTE OF ENGINEERING  
KARUNGAL -829157, K.K.Dist.