



# 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/2023-24/03

20.03.2024

## INTERNAL QUALITY ASSURANCE CELL

### Circular

#### Sub. IQAC Meeting-3 (2023-24) - Reg.

The Internal Quality Assurance Cell (IQAC) meeting is scheduled in R&D Cell on 25-03-2024 at 11.30 A.M.

#### Agenda:

1. NAAC SSR submission
2. NAAC mock audit
3. Enhancing paper publication for PG students
4. Updating college website
5. Feedback collection

All the members are requested to attend the meeting.

  
IQAC Coordinator

  
Chairperson IQAC

Copy to:

The Members Concerned

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

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**BloE/IQAC/MM/2023-24/03**

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

The Third meeting of IQAC for the Academic Year 2023-24 was held in R&D Cell on 25<sup>th</sup> March 2024 at 11.30 A.M.

**Members Present**

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

15.	Dr S.A.Praylin Selva Blessy	HoD/ECE	IQAC Coordinator
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### Members-in-absentia

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

### Agenda

1. Action Taken Report on the previous IQAC meeting held on 20<sup>th</sup> December 2023
2. NAAC SSR submission
3. NAAC mock audit
4. Enhancing paper publication for PG students
5. Updating college website
6. Feedback collection
7. Any other issues with the approval of the Chair

### Meeting Minutes

The meeting began with a prayer led by IQAC member Mr M. Saravanan, IQAC member. Dr. C. Emmy Prema, the IQAC Chairperson, welcomed everyone and initiated the discussions. The IQAC Coordinator, Dr. S. A. Praylin Selva Blessy, then proceeded with the meeting according to the planned agenda.

### Item 1: Action Taken Report

The IQAC Coordinator elaborated on the action taken report on the minutes of the second meeting for the academic year 2023-24.

#### a) Academic and Administrative Audit

The semester beginning Academic Audit was held 31-1-2024 and Administrative audit on 14-3-2024.

**b) Departmental Plan**

The Head of Departments and Cells and Committee Coordinators have submitted Action Plan.

**c) Work towards NAAC visit**

It is planned to submit SSR on 29<sup>th</sup> March 2024

**d) Career counseling and guidance**

It is planned to organize career counseling and guidance program.

**e) Annual day and sports day celebration**

Annual day is scheduled on 2nd May 2024 and sports day on 2nd May 2024.

**f) Preparation of faculty profile**

The IQAC Coordinator informed that the department profile work is on process.

**g) Preparation of department Profile**

The IQAC Coordinator informed that the department profile work is on process.

**h) Enhancing IIC activities**

The IQAC Coordinator stated that SSR was submitted on 14<sup>th</sup> June, 2024 and DVV report was received on 26<sup>th</sup> June, 2024.

**Item 2: NAAC SSR submission**

The IQAC Coordinator informed the current progress on the Self-Study Report (SSR) preparation for the NAAC accreditation. All departments have submitted the required data, and the compilation is in its final stages.

The Chairperson stressed the importance of ensuring data accuracy and compliance with NAAC guidelines.

**Item 3: NAAC mock audit**

The IQAC Coordinator discussed on the importance of conducting a mock audit to prepare for the NAAC visit. The mock audit will focus on assessing the readiness of documents, infrastructure, and other compliance factors as per the NAAC criteria.

Er T. Isan, the Senior Administrative Officer, suggested to incite External experts to provide an unbiased evaluation and give recommendations for improvement.

**Item 4: Enhancing paper publication for PG students**

The IQAC Coordinator insisted on the need for improving research output among PG students.

The Chairperson suggested organizing workshops on research methodology, academic writing, and publication ethics to enhance the quality and quantity of paper publications.

**Item 5: Updating college website**

The IQAC Coordinator reviewed the current status of the college website and identified areas that require updates.

The Chairperson stated that the Software Cell will be responsible for regularly updating academic achievements, events, and institutional information. She also emphasized that department and cell in-charges should provide event updates to the Software Cell.

**Item 6: Feedback collection**




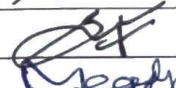





The IQAC Coordinator emphasized the importance of regular feedback collection from students, faculty, and other stakeholders to ensure continuous improvement. The current feedback system was reviewed, and it was suggested that the process be made more user-friendly and accessible.

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

**Members**

Sl. No.	Name	Role	Signature
1.	Dr C.Emmy Prema	Chairperson	
2.	Er T. Isan	Senior Administrative Officer	
3.	Dr X.Roshan Xavier	Member	
4.	Er S. Shijilin Prem Shiold	Member	
5.	Er G. Marly	Member	
6.	Er Sugad Singh B	Member	
7.	Er M.Santhosh	Member	
8.	Er Jegana R	Member	
9.	Mr M. Saravanan	Member	

10.	Er Monisha V	Member	<i>[Signature]</i>
11.	Er Henilin J.K.	Member	<i>[Signature]</i>
12.	Er Monikandakumar R	Member	<i>[Signature]</i>
13.	Mr C.Y.Jasper Kins	Member from Management	—
14.	Adv. S.Raja Sekhar	Nominee from Local Society	—
15.	Ms D.Aksha Sherin	Student	<i>D.Aksha Sherin</i>
16.	Ms Akshaya J.L.	Student	<i>[Signature]</i>
17.	Dr R.Christal Jebi	Alumni	—
18.	Er Annish Jeba Thurai T	Industrialist	<i>Annish Jeba</i>
19.	Dr S.A.Praylin Selva Blessy	IQAC Coordinator	<i>[Signature]</i>