



# 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)

Phone : 04651 - 268466, 268655, Fax : 04651 - 268466

E-mail : mail@bethlahem.org, Website : www.bethlahem.org

BloE/IQAC Meeting/Circular/2023-24/04

21.06.2024

## INTERNAL QUALITY ASSURANCE CELL

### Circular

#### Sub. IQAC Meeting-4 (2023-24) - Reg.

The Internal Quality Assurance Cell (IQAC) meeting is scheduled in R&D Cell on 27-06-2024 at 11.30 A.M.

#### Agenda:

1. Action Taken Report on the previous IQAC meeting held on 25<sup>th</sup> March, 2024
2. Collection and Analysis of Feedback of the AY 2023-24
3. Submission of Faculty - Self appraisal
4. Departmental Annual plan for the AY 2024-25
5. College Annual plan for the AY 2024-25
6. Academic calendar for the AY 2024-25
7. Collaboration with HEIs/Industries
8. Internal and External – Academic Administrative audits
9. Preparatory Works towards NAAC Peer Team visit
10. Student Induction Program (SIP-2024)
11. Activities of Various Cells
12. Any other issues with the approval of the Chair

All the members are requested to attend the meeting.

  
21/6/24  
IQAC Coordinator

  
21/6/24  
Chairperson IQAC

Copy to:

The Members Concerned

File

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

---

**BloE/IQAC/MM/2023-24/04**

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

The Fourth meeting of IQAC for the Academic Year 2023-24 was held in R&D Cell on 27<sup>th</sup> June, 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 G. Marly	HoD/ CSE	Member
5.	Er Sugad Singh B	HoD/ EEE	Member
6.	Mr M. Saravanan	HoD/ S&H	Member
7.	Er Monisha V	Assistant Professor/ Civil Engg.	Member
8.	Er Henilin J.K.	Assistant Professor/ CSE	Member
9.	Er Monikandakumar R	Assistant Professor/ Mechanical Engg.	Member
10.	Adv. S. Raja Sekhar	Advocate & Notary , Civil Court Campus Thuckalay	Nominee from Local Society
11.	Ms Akshaya J.L.	II Year B.E.-Civil	Student
12.	Dr R.Christal Jebi	Managing Director, Researcher Lyceum PVT LTD, Karungal	Alumni
13.	Er 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.	Er S. Shijilin Prem Shiroid	HoD/ Civil Engg.	Member
2.	Er M.Santhosh	HoD/ Mechanical Engg.	Member
3.	Er Jegana R	HoD/ IT	Member
4.	Mr. C. Y. Jasper Kins	Trustee	Member from Management
5.	Ms. D. Aksha Sherin	IV Year B.E.-ECE	Student

## Agenda

1. Action Taken Report on the previous IQAC meeting held on 25th March 2024
2. Collection and Analysis of Feedback of the AY 2023-24
3. Submission of Faculty - Self-appraisal
4. Departmental Annual plan for the AY 2024-25
5. College Annual Plan for the AY 2024-25
6. Academic calendar for the AY 2024-25
7. Collaboration with HEIs/Industries
8. Internal and External – Academic Administrative audits
9. Preparatory Works towards the NAAC Peer Team visit
10. Student Induction Program (SIP-2024)
11. Activities of Various Cells
12. Any other issues with the approval of the Chair

## Meeting Minutes

The meeting began with a prayer led by IQAC member Er Sugad Singh. Dr. C. Emmy Prema, the IQAC Chairperson, welcomed everyone and initiated the discussions. The IQAC Coordinator, Dr. S. A. Praylin Selva Blessy, met according to the planned agenda.

### Item 1: Action Taken Report

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

The actions performed on the previous meeting minutes were:

#### a) NAAC SSR submission

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

**b) NAAC mock audit**

The IQAC Coordinator informed us that the criteria files were verified on 11th June 2024.

**c) Enhancing paper publication for PG students**

The IQAC Coordinator reviewed the publication status and mentioned that students had been informed about the importance of paper publication, with a few having prepared manuscripts.

**d) Updating the college website**

The IQAC Coordinator elaborated on the recent updates made to the college website.

**e) Feedback collection**

The IQAC Coordinator said that feedback had yet to be collected and initiated soon.

**Item 2: Collection and Analysis of Feedback of the AY 2023-24**

The IQAC Coordinator discussed the methods used for collecting feedback from students, faculty, and other stakeholders (alumni, employers, etc.) during the academic year 2023-24.

The Chairperson elaborated on the importance of analyzing the feedback.

**Item 3: Submission of Faculty - Self appraisal**

The IQAC Coordinator requested that the heads of departments inform the faculty members about self-appraisal submissions.

The Chairperson suggested extending the deadline until after the university results are published, as the percentages needed for the forms still need to be available.

**Item 4: Departmental Annual Plan for the AY 2024-25**

The IQAC Coordinator discussed the departmental annual plans for the upcoming academic year 2024-25, ensuring alignment with the college's overall strategic goals. The Chairperson suggested strictly following the timeline of annual plans.

**Item 5: College Annual Plan for the AY 2024-25**

The IQAC Coordinator deliberated on preparing the college's annual AY 2024-25 plan. Er T. Isan, the Senior Administrative Officer, suggested additional initiatives and improvements.

**Item 6: Academic calendar for the AY 2024-25**

The IQAC Coordinator deliberated on preparing the Academic Calendar for the Chairperson AY 2024-25.

Mr. Monikandan, an IQAC Member, insisted on preparing departmental Academic calendars. Dr. X. Roshan Xavier, another IQAC Member, also supported this initiative.

**Item 7: Collaboration with HEIs/Industries**

The IQAC Coordinator explored potential collaborations with other higher educational institutions and industries for faculty development, student exchange programs, research projects, or other initiatives.

**Item 8: Internal and External – Academic Administrative audits**

The IQAC Coordinator was informed about the plans for conducting internal and external academic administrative audits, and the audit schedule was discussed.

The Chairperson insisted that a Criteria audit will also take place.

**Item 9: Preparatory Works towards NAAC Peer Team Visit**

The IQAC Coordinator discussed the progress made on preparations for the upcoming NAAC Peer Team visit. Er T. Isan reviewed the preparatory tasks.

The Chairperson said that specific responsibilities to be assigned to ensure readiness.

**Item 10: Student Induction Program (SIP-2024)**

The IQAC Coordinator stated about the organization of the Student Induction Program for the AY 2024-25.

The Chairperson said it will be planned for ten days in the presence of external and internal resource persons.

**Item 11: Activities of Various Cells**

The IQAC Coordinator discussed the activities and achievements of various cells within the institution during the past academic year and planned for the upcoming year.

**Item 12: Any other issues with the approval of the Chair**

**Reporting activities:**

**Event 1: Discussion on quality aspects**

On 8th April 2024, Professor William Dharma Raja, Chairperson-School of Education and Head-Dept of Education, Manonmaniam Sundaranar University, visited our institution and discussed quality aspects with the Principal, Heads of Departments and Faculty Members.


**Event 2: Sports Day**


Sports Day was organized on 2nd May 2024, with Mr.F.Judes Franco, Physical Training Instructor, as the Special Guest.

### Event 3: Annual Day



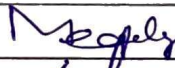





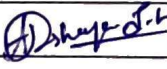

Annual Day was celebrated on 2nd May 2024, with Mr Sagayam, IAS, as the Special Guest.

The meeting concluded with a vote of thanks by the IQAC Coordinator at 12.25 P.M.

  
IQAC COORDINATOR  
Dr.S.A.Praylin Selva Blessy

  
CHAIRPERSON  
Dr. C. EMMY PREMA, M.E., Ph.D.  
Dr.C. Emmy Prema  
Beulahem Institute of Engineering,  
Karungal, K.K. District - 629 157

### 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	X.Roshan 7
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	On Duty
9.	Mr M. Saravanan	Member	
10.	Er Monisha V	Member	
11.	Er Henilin J.K.	Member	
12.	Er Monikandakumar R	Member	
13.	Mr C.Y.Jasper Kins	Member from Management	-
14.	Adv. S.Raja Sekhar	Nominee from Local Society	-
15.	Ms D.Aksha Sherin	Student	-
16.	Ms Akshaya J.L.	Student	
17.	Dr R.Christal Jebi	Alumni	-
18.	Er Annish Jeba Thurai T	Industrialist	
19.	Dr S.A.Praylin Selva Blessy	IQAC Coordinator	