

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

**BloE/IQAC/MM/2024-25/02**

**Minutes of the Second Meeting for the Academic Year 2024-25**

The Second meeting of IQAC for the Academic Year 2024-25 was held in the IQAC Office on 20<sup>th</sup> January 2025 at 11.30 am.

**Members Present:**

SI No.	Name	Designation/ Affiliation	Role
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 Shiold	HoD/ Civil Engg.	Member
5.	Er G. Marly	HoD/ CSE	Member
6.	Er Sugad Singh B	HoD/ EEE	Member
7.	Er Japdrew S	HoD/ Mechanical Engg.	Member
8.	Er Jegana R	HoD/ IT	Member
9.	Dr Abhilash D P	HoD/ S&H	Member
10.	Er Monisha V	Assistant Professor/ Civil Engg.	Member
11.	Er Monikandakumar R	Assistant Professor/ Mechanical Engg.	Member
12.	Dr R. Christal Jebi	Managing Director Researcher Lyceum Pvt Ltd Karungal	Alumni
13.	Er Annish Jeba Thurai T	Software Engineer Bethlahem Infotech Karungal	Member
14.	Dr S.A.Praylin Selva Blessy	HoD/ECE	IQAC Coordinator
15.	Dr S. Jerald Jeba Kumar	Dean	Special Invitee

**Members-in-absentia:**

SI No.	Name	Designation/ Affiliation	Role
1.	Er Henilin J.K.	Assistant Professor/ CSE	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.	Ms Akshaya J.L.	II Year B.E – Civil Engg.	Member
5.	Ms Jebiksha Steny B J	II Year B.E - ECE	Member
6.	Mr M. Saravanan	Assistant Professor/ S&H	Special Invitee

### Agenda

1. Action Taken Report on the previous IQAC meeting
2. Project/Internship for Final-Year Students
3. Annual Day and Sports Day celebrations
4. Academic Calendar Preparation
5. Departmental Action Plan for AY 2024-25 (Even Semester)
6. Any other issues with the approval of the Chair
7. Reporting the Activities

### Meeting Minutes

The meeting commenced with a prayer led by Ms R. Jegana, the IQAC member. The Chairperson of IQAC, Dr C. Emmy Prema, started the deliberations with a warm welcome note, appreciated all the stakeholders for being accredited with NAAC 'A' Grade, and informed them that the suggestions provided by the NAAC Peer Team will be shared for further action.

Er T. Isan, Senior Administrative Officer, also appreciated all the stakeholders for their full support in the remarkable achievement of NAAC 'A' Grade and insisted on regular maintenance of all documents. Following this, the IQAC Coordinator, Dr S. A. Praylin Selva Blessy, continued the proceedings per the agenda.

#### Item 1: Action Taken Report

The IQAC Coordinator elaborated on the action taken report on the minutes of the First meeting for the AY 2024-25.

The actions performed on the previous meeting minutes were:

#### a) Review of NAAC Peer Team Visit

- i. Organizing additional Skill Development and Placement Training Programme

The IQAC Coordinator reported that six career guidance programmes were conducted for final-year students this semester, and more programmes will be planned for the betterment of students.

- ii. Increasing PhD Registrations among Faculty Members

The IQAC Coordinator reported that five faculty members have completed the PhD registration selection process at Anna University this semester.



## **Item 2: Project/Internship for Final-Year Students**

The IQAC Coordinator said the current final-year students are the first batch under the R2021 regulation. As per this regulation, students in their final semester can undertake a project or an internship, and the criteria for both were outlined.

Er S. Shijilin Prem Shiold, an IQAC member, suggested that Civil Engineering students would benefit more from undertaking a project and then an internship.

Er Japdrew S, an IQAC member, suggested that students could be permitted to pursue internships as they gain valuable practical experience from industries. Dr X.Roshan Xavier, an IQAC member, also agreed with this suggestion.

Dr R. Christal Jebi, an IQAC member, proposed that students be permitted to undertake both projects and internships. She also insisted that students should complete their internships in reputable companies to gain the maximum benefit.

The Chairperson stated that the students must obtain permission from their respective Heads of Departments and provide the details of the companies where they wish to undertake an internship.

Er T. Isan, Senior Administrative Officer, suggested making a final decision after discussing it with the students.

## **Item 3: Annual Day and Sports Day celebrations**

The IQAC Coordinator stated that the Annual and sports day celebrations would be planned, including forming relevant committees.

Dr S. Jerald Jeba Kumar, the Special Invitee, suggested conducting the Annual Day and Sports Day after the completion of the University Exams.

## **Item 4: Academic Calendar Preparation**

The IQAC Coordinator deliberated on preparing the AY 2024-25 (even semester) academic calendar.

The Chairperson insisted that the Department calendar must be prepared in line with the college academic calendar.

## **Item 5: Departmental Action Plan for AY 2024-25 (Even Semester)**

The IQAC Coordinator reminded the Heads of Departments to submit the departmental action plan for the upcoming semester, including workshops, guest lectures, symposiums/conferences, value-added courses and other activities.

### **Item 6: Any other issues with the approval of the Chair**

The Chairperson informed that as NAAC accredits the institution, AQAR has to be submitted for every academic year, starting with AY 2024-25.

Dr X. Roshan Xavier, an IQAC member, suggested the revision of Institutional Distinctiveness and Best Practices.

The Chairperson opened a discussion for suggestions regarding Institutional Distinctiveness and Best Practices.

Er Japdrew S, an IQAC member, suggested submitting Best Practices from each department from which an appropriate one would be selected.

### **Item 7: Reporting the Activities**

#### **Event 1: 3-Star Rating for IIC**

Our Institution was awarded 3-star status from the Institution Innovation Council (IIC), Ministry of Education, Government of India, for innovation and start-up activities on our campus during AY 2023-24.

#### **Event 2: Beth Carol Fest**

A Christmas carol singing competition, Beth Carol Fest 2k24, was conducted on 8th December 2024, and prizes were awarded to the winners. School Choirs, College Teams, Private Teams and Church Choirs participated and showcased their talent.

#### **Event 3: Christmas Day Celebration**

Christmas Day celebration was held on 21st December 2024 with great enthusiasm and festive spirit.

#### **Event 4: Alumni Meet**

The Alumni Meet took place on 23rd December 2024, serving as a platform for reconnecting alums from various batches.

The meeting concluded with a vote of thanks by the IQAC Coordinator at 12.30 pm.

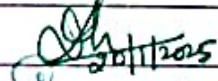
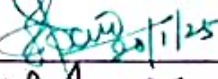
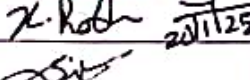
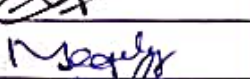
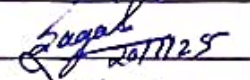
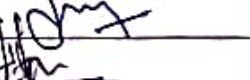
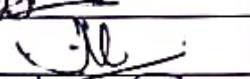
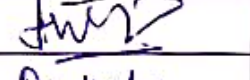
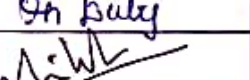
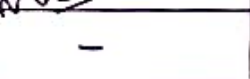
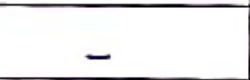
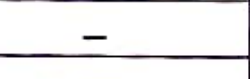
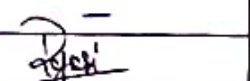
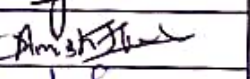
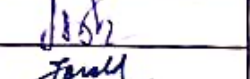

  
IQAC COORDINATOR

Dr S.A. Praylin Selva Blessy

  
CHAIRPERSON

Dr. C. Emmy Prema  
Dr. C. EMMY PREMA, M.E., Ph.D.  
Principal  
Bethlehem 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	
4.	Er S. Shijilin Prem Shiroid	Member	
5.	Er G. Marly	Member	
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9.	Dr Abhilash D P	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 Akshaya J L	Student	-
16.	Ms Jebiksha Steny B J	Student	-
17.	Dr R.Christal Jebi	Alumni	
18.	Er Annish Jeba Thurai T	Industrialist	
19.	Dr S.A.Praylin Selva Blessy	IQAC Coordinator	
20.	Dr S. Jerald Jeba Kumar	Special Invitee	
21.	Mr M. Saravanan	Special Invitee	-