

BETHLAHEM INSTITUTE OF ENGINEERING, KARUNGAL
INTERNAL QUALITY ASSURANCE CELL

BloE/IQAC/MM/2024-25/03

Minutes of the Third Meeting for the Academic Year 2024-25

The Third meeting of IQAC for the Academic Year 2024-25 was held in the IQAC Office on 6th March 2025 at 11.30 am.

Members Present:

Sl 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 G. Marly	HoD/ CSE	Member
5.	Er Sugad Singh B	HoD/ EEE	Member
6.	Er Jegana R	HoD/ IT	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.	Ms Akshaya J.L.	II Year B.E - Civil Engg.	Member
11.	Ms Jebiksha Steny B J	II Year B.E - ECE	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:

Sl No.	Name	Designation/ Affiliation	Role
1.	Er S. Shijilin Prem Shirolid	HoD/ Civil Engg.	Member
2.	Er Japdrew S	HoD/ Mechanical Engg.	Member
3.	Dr Abhilash D P	HoD/ S&H	Member
4.	Mr C. Y. Jasper Kins	Trustee	Member from Management

5.	Adv. S. Raja Sekhar	Advocate & Notary Civil Court Campus Thuckalay	Nominee from Local Society
6.	Mr M. Saravanan	Assistant Professor/ S&H	Special Invitee

Agenda

1. Action Taken Report on the previous IQAC meeting
2. Internal Assessment Test Pattern
3. Conduct of Internal Assessment Test
4. Question Paper Scrutiny
5. Workshop on RBT
6. Orientation Program on New Pattern of Accreditation
7. Conduct of Food Fest and Project Expo
8. Enhancing Paper Publication
9. Any other Issues with the Approval of the Chair
10. Reporting the Activities

Meeting Minutes

The meeting commenced with a prayer led by Ms Monisha V., an 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 Second meeting for the AY 2024-25.

The actions performed on the previous meeting minutes were:

a) Project/Internship for Final-Year Students

As per the discussion made in the previous meeting, the Final-year students are given the freedom to undertake either projects or internships. However, some students have not submitted the details of their projects or internships. The Chairperson insisted on the Heads of Departments collecting the details and submitting them on or before 10th March 2025.

b) Annual Day and Sports Day celebrations

Annual Day is scheduled for 25th April 2025 and Sports Day is on 22nd April 2025.

c) Academic Calendar Preparation

The college academic calendar for the Even Semester of AY 2024-25 has been prepared in line with the Anna University schedule, finalised by the Principal and circulated among all departments.

The Department academic calendar has been prepared by the Heads of the Departments in line with the college academic calendar.

d) Departmental Action Plan for AY 2024-25 (Even Semester)

All the departments submitted the action plan detailing academic and co-curricular activities for the semester.

Item 2: Internal Assessment Test Pattern

As a trail and error, for this semester, it is planned to conduct Internal Assessment Test for 60 Marks in 1.30 Hours. If it is successful, it will be continued. If it is not reaching, it will be rethought.

Item 3: Conduct of Internal Assessment Test

An Internal Assessment Test with standard seating arrangements is planned to engender seriousness among students. Dr X.Roshan Xavier, an IQAC Member, mentioned that organising the seating arrangements and invigilation duties would be difficult.

Item 4: Question Paper Scrutiny

It has been planned to form a Question Paper Scrutiny Committee consisting of Heads of Departments and one faculty member from each department under the head of Principal. The Question Paper Scrutiny Committee has been formed with the following Faculty members from each department:

Civil Engineering - Ms Eso Kumary Paul, AP

Computer Science and Engineering - Ms Febin Rani, AP

Electrical and Electronics Engineering - Ms Herlin Rose, Associate Professor

Electronics and Communication Engineering - Ms Sindhu K, AP

Mechanical Engineering - Mr Preejesh, AP

Information Technology - Ms V.Viji Nirmala, AP

Science & Humanities - Mr Saravanan, AP/English, Dr D.P.Abilash, AP/Chemistry,

Ms Mary Jerald, AP/Maths, Dr Abina Shiny, AP/Physcis

Item 5: Workshop on RBT

It is planned to conduct a "Workshop on RBT (Revised Bloom Taxonomy) for Fresh Teachers" on 12th March 2025 with Dr S.Jerald Jeba Kumar, Dean, Bethlahem Institute of Engineering, as Resource Person.

Item 6: Orientation Program on New Pattern of Accreditation

It is planned to conduct an "Orientation Program on New Pattern of Accreditation" on 5th April 2025 with Prof. B.William Dharma Raja, Chairman - School of Education, Director - IQAC/NAAC, Dean in Charge - College Development Council, Manomaniam Sundaranar University, Tirunelveli, as Resource Person.

Item 7: Conduct of Food Fest and Project Expo

The Food Fest and Project Expo are scheduled for 19th March. Mr S. Japdrew, HoD/Mechanical Engineering, will serve as the Convener for the Food Fest, with Ms M. Janani, AP/CSE, as the Co-Convener. For the Project Expo, Mr C. R. Manoj, AP/EEE, will be the Convener, while Ms V. Viji Nirmala, AP/IT, will be the Co-Convener. The Chairperson has instructed that the EEE and Civil Engineering departments must submit at least five projects each, the Science & Humanities department should contribute at least ten projects, and all other departments must present a minimum of seven projects. Additionally, the Chairperson emphasized the importance of showcasing creative and innovative projects, as school students will be visiting the expo.

Item 8: Enhancing Paper Publication

All the faculty members and PG students are encouraged to participate in the Conference scheduled at our institution to promote research and enhance the paper publications.

Item 9: Any other Issues with the Approval of the Chair

A one-day Cultural Fest is scheduled to take place on 23rd April 2025, providing a platform for students to showcase their talents in various cultural performances.

Dr S. Jerald Jeba Kumar, the Special Invitee, provided several suggestions for institutional improvement. He advised the Chairperson and the IQAC Coordinator to analyse the NAAC report and take necessary measures to strengthen the areas that require improvement. He recommended conducting the Internal Assessment Test with a standard seating arrangement. He also emphasised the importance of timely completion of assigned tasks by faculty members. He suggested organizing more skill training programs to equip

drive, and 5 were selected to proceed to the second round of the interview process, scheduled to take place at the end of March 2025.

Event 3: Thanksgiving Ceremony

A Thanksgiving Ceremony was organised on 19th February 2025 with Prof. B.William Dharma Raja, Chairman, School of Education, Manomaniam Sundaranar University, Tirunelveli, as the Chief Guest to express gratitude to the blessings of Almighty and honour the staff members and stakeholders for their tireless efforts in securing the prestigious NAAC 'A' Grade accreditation.

Event 4: Graduation Day

The 13th Graduation Day was organised on 1st March 2025 with Dr V.A.Nagarajan, Dean, University College of Engineering, Nagercoil as Chief Guest.

Event 5: Alumni Meet

The 2023-24 batch alumni meet was organized on 1st March 2025. It served as a platform for the alumni to reconnect and share their experiences.

The meeting concluded with a vote of thanks by the IQAC Coordinator at 01.15 pm.

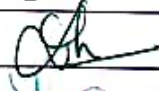
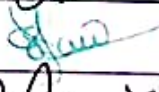
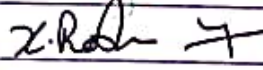
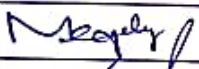
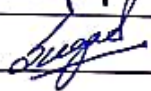

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IQAC COORDINATOR


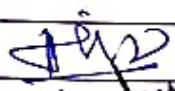
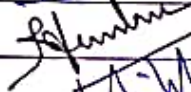
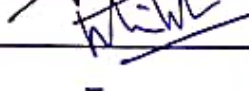
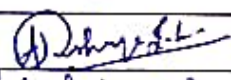
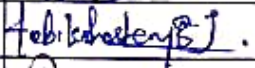

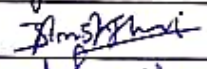
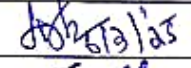
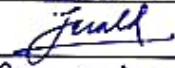
Dr S.A.Praylin Selva Blessy


6/3/25
CHAIRPERSON

Dr C. Emmy Prema
Dr. C. EMMY PREMA, M.E., Ph.D.
Principal
Betlahem Institute of Engineering,
Kerungal, 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 Shiold	Member	-
5.	Er G. Marly	Member	
6.	Er Sugad Singh B	Member	
7.	Er Japdrew S	Member	-

8.	Er Jegana R	Member	
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	On Duty