



# BETHLAHEM INSTITUTE OF ENGINEERING

KARUNGAL - 629 157, KANYAKUMARI DIST., TAMIL NADU.

(Approved by AICTE Vide : F No. 06/05/TN/E&T/2007/25 dt. 02-06-2008 &

Affiliated to Anna University, Chennai.)

Ph. : 04651-268466, 268655, Fax : 04651-268466

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

**Gerald Selvaraja**  
Chairman

**Er. T. Isan MIE**  
Director

**Dr. C. Emmy Prema M.E., Ph.D**  
Principal

Date : 18/01/2024

Ref :

The Quarter 1 council meeting of Institution's Innovation Council (IIC 6.0), **BETHLAHEM INSTITUTE OF ENGINEERING** was held at principal office and initiated by IIC President **Mr.C.M.Edwin Thurai** to deliberate the collaboration and working of IIC for newly joined council members as per the guidelines of MoE's Innovation cell.

No.	Name of Member	Member Type (Teaching/ Non- teaching / External Expert)	Key Role/ Position assigned in IIC	Signature
1	Prof.C.M.Edwin Thurai	Teaching	President	
2	Prof.R.S.Abina Shiny	Teaching	Vice President	
3	Prof. J.Sophia Jone	Teaching	Convener	
4	Prof.D.V.Viji Nirmala	Teaching	Internship Activity Coordinator	
5	Prof.K.Anu Girba	Teaching	Innovation Activity Coordinator	
6	Prof .P.M.Eso Kumari Paul	Teaching	IPR Activity/	
7	Prof.K.Sindhu	Teaching	NIRF Coordinator	
8	Prof.A.L.Prajeesh	Teaching	ARIIA coordinator	
9	Prof.L.Alesha Livingston	Teaching	Social Media Coordinator	
10	Prof.M.Vinu	Teaching	Start-up Activity Coordinator	

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ef :

- All activities, including elective (self-driven) activities, as listed in the IIC calendar, were declared mandatory for IIC members.
- The selection of student members at the department level was discussed, with an emphasis on their active participation.
- It was stressed that all planned and conducted activities should have a measurable impact.
- Event reports were to be submitted within three days of event completion, with a requirement to adhere to reporting templates.
- All IIC-related event reports were to be collected by IIC Coordinators and uploaded to the IIC 6.0 drive.
- A plan was set in motion to motivate students to engage in more activities and competitions, providing training and support for participants.
- It was resolved to select students from all consecutive years for teams, rather than exclusively from the final year, to facilitate post-graduation communication.
- Each department was tasked with ensuring that every project was suitable for competition and met relevant criteria.
- The date for reviews was to be decided, and a checklist was to be prepared by the Convener for this purpose.
- The meeting concluded with a comprehensive action plan that aimed to drive innovation, engagement, and collaboration within the IIC.

No.	Name of Member	Department	Signature
1	Prof.C.M.Edwin Thurai	ECE	
2	Dr.R.S.Abina Shiny	S&H(Physics)	
3	Prof. J.Sophia Jone	ECE	

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4	Prof.D.V.Viji Nirmala	IT	
5	Prof.K.Anu Girba	CSE	
6	Prof .P.M.Eso Kumari Paul	CIVIL	
7	Prof.K.Sindhu	ECE	
8	Prof.A.L.Prajeesh	MECHANICAL	
9	Prof.L.Aleesha Livingston	ECF	
10	Prof.M.Vinu	CIVIL	
11	Prof.D.Evelin	ECE	
12	Prof.M.Janani	CSE	
13	Prof.S.Akhila Judit Nisha	IT	
14	Prof.B.Sugad Singh	EEE	
15	Prof.A.Ajish	MECHANICAL	
16	Prof.Sharmini	CIVIL	
17	Prof.M.Merlin	ECE	

Convener (IIC)

President (IIC)

Principal



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**Title** : Minutes of Meeting – IIC Quarter I  
**Category** : Council Meeting  
**Date** : 11/09/2023  
**Chair Person** : IIC President  
**Convener** : Ms.J.Sophia Jone  
**No. of Participants** : 17  
**Organizers** : Department of Research & Development, BIOE  
**Venue** : Principal office

## Action Plan for Institution's Innovation Council - BIoE:

- The meeting commenced with a focus on shaping the action plan for the Institution's Innovation Council (IIC) at NHCE. The following key points were discussed:
- Council members' roles and responsibilities were deliberated upon to ensure clarity and effective coordination.
- Plans for conducting Q1 activities were established, with the deadline set on or before November 16, 2023.
- Emphasis was placed on increasing self-driven activities with the goal of achieving a 5th Star rating for the IIC.
- New members were identified for Innovation Ambassador (IA) nominations to expand the council.
- It was determined that an IIC calendar would be devised and executed to provide structure and direction to IIC initiatives.
- A monthly presentation of the status of IIC-driven activities for the Academic Year 2023-24 was proposed.



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11	Prof.D.Evelin	Teaching	Member	
12	Prof.M.Janani	Teaching	Member	
13	Prof.S.Akhila Judit Nisha	Teaching	Member	
14	Prof.B.Sugad Singh	Teaching	Member	
15	Prof.A.Ajish	Teaching	Member	
16	Prof.Sharmini	Teaching	Member	
17	Prof.M.Merlin	Teaching	Member	

The council members convened a meeting to deliberate on various aspects related to the Innovation and Incubation Center (IIC). They discussed the primary objectives of the IIC, the nature of its activities (including those on the IIC calendar and self-driven initiatives), and the key features of the IIC portal for the submission of monthly reports.

Furthermore, the council members explored potential collaborations with external organizations to enhance and expedite the IIC's initiatives. They also dedicated time to crafting a quarterly action plan that aligns with the ongoing efforts of other departments, centers, and facilities within the institute, all of which contribute to the promotion of intellectual property rights, innovation, and startup endeavors.

In a unanimous decision, the council agreed to maintain a consistent schedule of IIC activities throughout the year. They also committed to conducting regular meetings at the beginning of each quarter to review progress from the previous quarter and plan for the upcoming one. The next scheduled meeting is set for November 25, 2023.

Date : 11-09-2023

Place : Karungal

\*Minutes of meeting to be attached.

\*\* Attendance sheet of all the members to be attached.

Signature & Seal

**PRINCIPAL**  
BETHLAHEM INSTITUTE OF ENGINEERING  
KARUNGAL - 629157, K.K.Dist.