



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 &

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BloE/IQAC Meeting/Circular/2023-24/01

11.09.2023

INTERNAL QUALITY ASSURANCE CELL

Circular

Sub. IQAC Meeting-1 (2023-24) - Reg.

The Internal Quality Assurance Cell (IQAC) meeting is scheduled on 22-09-2023 at 10.30 A.M. in R&D Cell.

Agenda

- 1) Action Taken Report
- 2) Feedback analysis
- 3) NPTEL course registration review
- 4) Enhancing MOU
- 5) IIC activities
- 6) Any other issues with the approval of the Chair

All the members are requested to attend the meeting.


IQAC Coordinator


Chairperson IQAC

Copy to:

All HoDs

The Members Concerned

File

BETHLAHEM INSTITUTE OF ENGINEERING, KARUNGAL
INTERNAL QUALITY ASSURANCE CELL

BloE/IQAC/MM/2023-24/01

Minutes of First Meeting for the Academic Year 2023-24

The First meeting of IQAC for the Academic Year 2023-24 was held in R&D Cell on 22nd September, 2023 at 10.30 A.M.

Members

Sl. No	Name	Designation/ Affiliation	Role	Signature
1.	Dr. C.Emmy Prema	Principal	Chairperson	
2.	Er. T. Isan	Director	Senior Administrative Officer	
3.	Dr X.Roshan Xavier	Assistant Professor/ Mechanical	Member	
4.	Mr. S. Shijilin Prem Shiroid	HoD/Civil	Member	
5.	Ms. G. Marly	HoD/ CSE	Member	
6.	Mr. Sugad Singh B	HoD/ EEE	Member	
7.	Mr.S. Siga Selvin	HoD/ Mechanical	Member	
8.	Ms. Jegana R	HoD/ IT	Member	
9.	M. Saravanan	HoD/ S&H	Member	
10.	Ms. Monisha V	Assistant Professor/ Civil	Member	
11.	Ms. Henilin J.K.	Assistant Professor/ CSE	Member	
12.	Mr. Monikandakumar R	Assistant Professor/ Automobile	Member	
13.	Mr. C.Y.Jasper Kins	Trustee	Member from Management	
14.	Adv.S.Raja Sekhar	Advocate & Notary, Civil Court Campus Thuckalay	Nominee from Local Society	

Sl. No	Name	Designation/ Affiliation	Role	Signature
15.	D.Aksha Sherin	IV Year B.E.-ECE	Student	
16.	Akshaya J.L.	II Year B.E.-Civil	Student	
17.	Dr.R.Christal Jebi	Managing Director, Researcher Lyceum PVT LTD	Alumni	
18.	Mr.Annish Jeba Thurai T	Software Engineer, Bethlehem Infotech, Karungal	Industrialist	
19.	Dr.S.A.Praylin Selva Blessy	HoD/ECE	IQAC Coordinator	 22/9/23

Agenda

- 1) Action Taken Report
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Meeting Minutes

The meeting commenced with an opening prayer led by Mr. Jegana, IQAC member. Dr. C. Emmy Prema, Chairperson of the IQAC, then extended a warm welcome to all attendees and initiated the discussions. Following the welcome address, Dr. S.A. Praylin Selva Blessy, IQAC Coordinator, continued the proceedings as per agenda.

Item 1: Action Taken Report

a) Program level and IQAC audit

The IQAC Coordinator reported that program level and IQAC audits for course file verification took place on the following dates:

Audit	Semester	Date
Program Level	2022-23 Even	24 th May, 2023
IQAC	2022-23 Even	25 th May, 2023
Program Level	2023-24 Odd	24 th July, 2023 & 18 th September, 2023
IQAC	2023-24 Odd	25 th July, 2023 & 19 th September, 2023

b) Faculty appraisal form

The IQAC Coordinator informed that all faculty members had submitted the faculty appraisal form.

c) Academic calendar preparation

The IQAC Coordinator informed the members that the academic calendar for the odd semester of the 2023-24 academic year has been finalized and presented the same.

d) Student Induction Program and Freshers Day

The IQAC Coordinator reported on the recently concluded Student Induction Program for the 2023-2027 batch of first-year students. The program was conducted over a two-week period, from August 23rd to September 11th, 2023. Additionally, the Freshers' Day celebration was held on September 13th, 2023.

e) Resuming NAAC work

The IQAC Coordinator informed about the formation of a team tasked with resuming the NAAC accreditation process. An update on the team's progress and current activities was also provided.

Item 2: Feedback analysis

The Chairperson discussed strategies for encouraging and facilitating various stakeholders (students, faculty, alumni, employers) to submit feedback regarding academic programs and services offered by the institution.

Er. T. Isan, Senior Administrative Officer emphasized the importance of analyzing feedback effectively and utilizing it for improvement.

Item 3: NPTEL course registration review

The IQAC Coordinator presented the registration status of NPTEL courses among students and faculty.

The Chairperson highlighted the low completion rate and opened a discussion on strategies to promote participation in these online courses, aiming to enhance skill and knowledge development.

Item 4: Enhancing MOU (Memorandum of Understanding)

The Chairperson discussed on the progress and effectiveness of existing Memoranda of Understanding with other institutions. Potential areas for collaborative activities and knowledge exchange were identified.

Er. T. Isan, Senior Administrative Officer, suggested exploring the possibility of cultivating more collaborative partnerships by potentially establishing three MoUs per department.

Item 5: IIC (Institute Innovation Council) activities

The IQAC Coordinator provided an update on the recent activities of Institute Innovation Council (IIC) undertaken to foster a culture of innovation and entrepreneurship within the institution. Initiatives to support student ideas, connect with industry experts, and organize workshops were discussed.

The Chairperson commended the IIC's efforts and encouraged continued collaboration with all departments to further strengthen these initiatives.

The meeting adjourned with a vote of thanks by the IQAC Coordinator at 11.15 A.M.



IQAC COORDINATOR

Dr.S.A.Praylin Selva Blessy



CHAIRPERSON

Dr.C. Emmy Prema

PRINCIPAL
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