

BETHLAHEM INSTITUTE OF ENGINEERING, KARUNGAL
INTERNAL QUALITY ASSURANCE CELL

BIoE/IQAC/MM/2024-25/01

Minutes of First Meeting for the Academic Year 2024-25

The First meeting of IQAC for the Academic Year 2024-25 was held in IQAC Office on 19th November 2024 at 11.30 A.M.

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 Japdrew S	HoD/ Mechanical Engg.	Member
7.	Er Jegana R	HoD/ IT	Member
8.	Dr Abhilash D P	HoD/ S&H	Member
9.	Mr M. Saravanan	Assistant Professor/ S&H	Special Invitee
10.	Er Monisha V	Assistant Professor/ Civil Engg.	Member
11.	Er Henilin J.K.	Assistant Professor/ CSE	Member
12.	Er Monikandakumar R	Assistant Professor/ Mechanical Engg.	Member
13.	Ms Akshaya J.L.	II Year B.E.-Civil	Member
14.	Ms Jebiksha Steny B J	II Year B.E.-ECE	Member
15.	Er Annish Jeba Thurai T	Software Engineer, Bethlahem Infotech, Karungal	Member
16.	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.	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.	Dr R.Christal Jebi	Managing Director, Researcher Lyceum PVT LTD, Karungal	Alumni

Agenda

1. Action Taken Report on the previous IQAC meeting
2. Review of NAAC Peer Team Visit
 - a. Organizing additional Skill Development and Placement Training Programme
 - b. Increasing Ph.D. Registrations among Faculty Members
 - c. Enhancing Research Paper Publications by Faculty Members
 - d. Encouraging Faculty Members to attend FDPs
 - e. Establishment of an Incubation Centre
3. Preparation for NAAC Revisit
4. Academic Audit
5. Renewal of ISO Certification
6. Preparation of the College Magazine
7. Reporting the activities
8. Any other Issues with the approval of the Chair

Meeting Minutes

The meeting began with a prayer led by Special Invitee Mr M. Saravanan. Dr C. Emmy Prema, the IQAC Chairperson, welcomed the members and asked Dr S. A. Praylin Selva Blessy, IQAC Coordinator to present the agenda for discussion.

Item 1: Action Taken Report

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

The actions performed on the previous meeting minutes were:

a) Collection and analysis of Feedback of the AY 2023-24

The IQAC Coordinator said that the feedback for the AY 2023-24 was collected and analysed. She also mentioned the feedback count as follows:

Students - 662, Teachers - 97, Alumni -15, and Employers – 24

b) Submission of Faculty - Self appraisal

The IQAC Coordinator informed that all faculty members have submitted their self-appraisal forms.

c) Departmental Annual Plan for the AY 2024-25

The IQAC Coordinator said that all departments had submitted their annual plans.

d) College Annual Plan for the AY 2024-25

The IQAC Coordinator informed that the college's annual plan for 2024-25 has been prepared.

e) Collaboration with HEIs/Industries

The IQAC Coordinator said that initiatives have been made to sign MoUs with institutions/industries were signed.

f) Internal and External – Academic Administrative audits

The IQAC Coordinator said that the internal audit has been completed.

g) Preparatory works towards NAAC Peer Team Visit

The IQAC Coordinator stated that the preparatory work for the NAAC Peer Team was carried out effectively, and the team visited the institution on 23rd and 24th October 2024.

h) Student Induction Program (SIP-2024)

The Student Induction Program was conducted from 28th August 2024 to 10th September 2024.

i) Activities of various Cells

The IQAC Coordinator said that Action Plans for Cells had been submitted, and events are currently being conducted accordingly.

Item 2: Review of NAAC Peer Team Visit

The IQAC Coordinator reviewed the observations and feedback from the NAAC Peer Team Visit. Key focus areas for improvement were identified.

a. Organizing additional Skill Development and Placement Training Programme

The Chairperson said that increasing the number and diversity of skill development programs would enhance student employability.

b. Increasing Ph.D. Registrations among Faculty Members

The Chairperson said that faculty members are encouraged to pursue doctoral studies to strengthen the institution's research credentials. She informed that a Capacity Development Program on Research would be organized.

c. Enhancing Research Paper Publications by Faculty Members

Strategies to motivate faculty for high-quality publications in reputed journals were discussed.

d. Encouraging Faculty Members to attend FDPs

The Chairperson said that Faculty Development Programs are emphasized for skill enhancement and knowledge updates. She also added that the list of upcoming FDPs will be shared, and participation will be monitored.

e. Establishment of an Incubation Centre

The IQAC Coordinator highlighted the need for an incubation center to promote innovation and entrepreneurship.

Item 3: Preparation for NAAC Revisit

The IQAC Coordinator deliberated the preparations for NAAC revisit, focusing on documentation, infrastructure, and stakeholder engagement.

The Chairperson said that a committee would be formed to oversee preparations.

Item 4: Academic Audit

The IQAC Coordinator discussed the timeline for the upcoming academic audit. The audit will be conducted as mentioned below, and the departments and Cells/Committees/Clubs are asked to prepare relevant documents.

Audit	Date
End Semester Program Level Audit	28-11-2024
End Semester IQAC Level Audit	29-11-2024
Department Documents	20-11-2024
Cells/Committees/Clubs	25-11-2024
Criteria Files	27-11-2024

Item 5: Renewal of ISO Certification

The IQAC Coordinator informed that the ISO Certification is valid till 12th January 2025.

The Chairperson said that necessary steps will be taken to renew the certification.

Item 6: Preparation of the College Magazine

The Chairperson said that a committee has to be formed for the preparation of College Magazine.

Er T. Isan, the Senior Administrative Officer suggested that a dead line should be provided to receive articles from faculty and students and for submission of reports from Departments, Cells, Committees and Clubs.

Item 7: Reporting activities

Event 1: Graduation Day

The 12th Graduation Day was organized on 6th September 2024 with Er G.Arul Jerald Prakash, Former Director, Kerala State Science and Technology as Chief Guest.

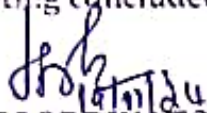
Event 2: Alumni Meet

Alumni Meet was organized on 6th September 2024 following the completion of Graduation Day with Mrs C.J.Amita, HR Executive, CAPESTART Nagercoil as the Guest.

Event 3: Student Project Scheme

A batch of 4 students have been selected for the Student Project Scheme by the Tamil Nadu State Council for Science and Technology (TNSCST).

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

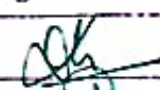

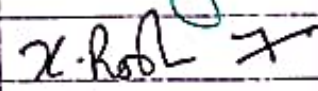
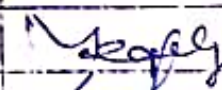

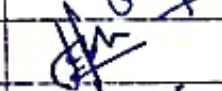

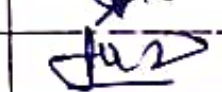
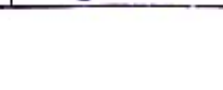


IQAC COORDINATOR

Dr S.A.Praylin Selva Blessy


CHAIRPERSON

Dr C. Emmy Prema
PRINCIPAL
BETHLAHEM INSTITUTE OF ENGINEERING
KARUNGAL -329157, K.K.Dist

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. Shijlin 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.	Mr M. Saravanan	Special Invitee	
11.	Er Monisha V	Member	

12.	Er Henilin J.K.	Member	Henilin
13.	Er Monikandakumar R	Member	Monika
14.	Mr C.Y.Jasper Kins	Member from Management	-
15.	Adv. S.Raja Sekhar	Nominee from Local Society	-
16.	Ms Akshaya J L	Student	Akshaya J.L.
17.	Ms Jebiksha Steny B J	Student	Jebiksha Steny B.J.
18.	Dr R.Christal Jebi	Alumni	-
19.	Er Annish Jeba Thurai T	Industrialist	Annish J.T.
20.	Dr S.A.Praylin Selva Blessy	IQAC Coordinator	Praylin