BUILDERS ENGINEERING COLLEGE

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai
(An ISO 9001: 2008 Certified Institution | Accredited with B++ Grade by NAAC)
Nathakadaiyur, Kangayam, Tirupur - 638 108, Tamilnadu.
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

Ref. No.: BEC/IQAC/Meeting/2018 - 19/01 **Date:** 05.06.2018

This is to inform that **first IQAC meeting** for the academic year 2018 – 19 is scheduled on 13.06.2018 at IQAC by 10.00 AM to discuss the following agenda. Hereby, it is requested that all IQAC member are asked to attend the meeting.

Agenda:

1. Welcome address
2. Review of Previous Meeting Minutes & IQAC functioning
3. Internal ISO audit
4. Value added course and certificate course for the Academic year 2018-19
5. Training & Placement
6. Course Outcomes and Program Outcomes accomplishment
7. Research Proposal & publications Targets
8. Higher education
9. Academic Calendar and Academic Schedule
10. Quality initiative program for the academic year 2018-2019
11. Memorandum of Understanding
12. Students Achievements
13. Association inaugural function
14. First year inauguration
15. Parents Meeting
16. Vote of thanks

IQAC Coordinator **Principal & Chairman of IQAC**

PRINCIPAL
BUILDERS ENGINEERING COLLEGE
Kangayam-638 108,TN, India.

Copy to

1. All HODs
2. IQAC Members
3. Correspondent
4. Deputy Registrar
5. File

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List of IQAC Committee members are as follows:

S. No.	Role	Member with Designation
1	Chair Person	Dr. P. Govindasamy, Principal
2	Few Senior Administrative Officers	Mr. I Abdul Basith, Placement Officer
		Mr. K. S. Thirunavukkarasu, Training Officer
3	Teachers	Dr. S. Saravanan, Associate Professor, Department of EEE
		Mr. C. Karthikeyan, Associate Professor & Head, Department of S&H
		Mr. R. Ravi, Associate Professor, Department of Mech
		Mr. S. D. Prabhu Ragavendiran, Associate Professor & Head, Department of CSE
		Mr. T. P. Saravanan, Associate Professor, Department of MBA
		Mr. P. Yogeswari, Assistant Professor, Department of ECE
		Mr. V. Sasikumar, Assistant Professor, Department of Civil Engg.
4	One Member from the Management	Thiru. K. R. Dhanasekar, Correspondent
5	One Nominee from Local Society	Mr. S. A. Manoj Kumar, Sri Sellandiamman Oil Mill, Muthur, Tamil Nadu – 638105
	One Nominee from Student	Mr. S. P. Deva Raja, III Year ECE, 2016 – 20 Batch
	One Nominee from Alumni	Mr. M. Manish Kumar Mishra, Mech. Engg. 2012 – 2016 Batch
6	One Nominee from Employers	Mr. T. Thiyagarajan, Managing Director, Triumphant Institute of Management Education (T.I.M.E), Erode
	One Nominee from Industrialists	Mr. U. Uma Maheswaran, Spectrum Info Tech, 1/1, Railway Feeder Road, Old Bus Stand, Virudhunagar, Tamilnadu – 626001
	One Nominee from Parent	Mr. Gansan, F/O Mr. G. Akash, II Mech. Engg,2017-21 Batch
7	One of the Senior Teachers as the Coordinator/Director of the IQAC	Dr. S. Gopalakrishnan, Prof. & Head, Department of Civil Engg.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF IQAC MEETING

Ref. No.: BEC/IQAC/Meeting/2018 - 19/01

The **first IQAC meeting** for the academic year **2018-19** is going to conduct on **13.06.2018**, 10.00 AM to 1.00 PM at IQAC. Dr. P. Govindasamy, Chairperson, welcomed the members of IQAC and set the context for the discussion meeting followed by review presentation made by IQAC Coordinator Dr. S. Gopalakrishnan, Professor & Head, Department of Civil Engineering.

Agenda for discussion:

1. Welcome address
2. Review of Previous Meeting Minutes & IQAC functioning
3. Internal ISO audit
4. Value added course and certificate course for the Academic year 2018-19
5. Training & Placement
6. Course Outcomes and Program Outcomes accomplishment
7. Research Proposal & publications Targets
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9. Academic Calendar and Academic Schedule
10. Quality initiative program for the academic year 2018-2019
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15. Parents Meeting
16. Vote of thanks

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The following members were attended the IQAC meeting:

S. No.	Role	Member with Designation	Signature
1	Chair Person	Dr. P. Govindasamy Principal	
2	Few Senior Administrative Officers	Mr. I Abdul Basith Placement Officer	
		Mr. K. S. Thirunavukkarasu Training Officer	
3	Teachers	Dr. S. Saravanan Associate Professor Department of EEE	
		Mr. C. Karthikeyan Associate Professor & Head Department of S&H	
		Mr. R. Ravi Associate Professor Department of Mech	
		Mr. S. D. Prabhu Ragavendiran Associate Professor & Head Department of CSE	
		Mr. T. P. Saravanan Associate Professor Department of MBA	
		Mr. P. Yogeswari Assistant Professor Department of ECE	
		Mr. V. Sasikumar Assistant Professor Department of Civil Engg.	
4	One Member from the Management	Thiru. K. R. Dhanasekar Correspondent	
5	One Nominee from Local Society	Mr. S. A. Manoj Kumar Sri Sellandiamman Oil Mill, Muthur, Tamil Nadu – 638105	
	One Nominee from Student	Mr. S. P. Deva Raja III Year ECE, 2016 – 20 Batch	
	One Nominee from Alumni	Mr. M. Manish Kumar Mishra Mech. Engg. 2012 – 2016 Batch	

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6	One Nominee from Employers	Mr. T. Thiyagarajan Managing Director, Triumphant Institute of Management Education (T.I.M.E), Erode	
	One Nominee from Industrialists	Mr. U. Uma Maheswaran Spectrum info tech, 1/1, Railway Feeder Road, Old Bus Stand, Virudhunagar, Tamilnadu - 626001	
	One Nominee from Parent	Mr. Gansan F/O Mr. G. Akash II Mech. Engg,2017-21 Batch	
7	One of the Senior Teachers as the Coordinator/Director of the IQAC	Dr. S. Gopalakrishnan Prof. & Head, Department of Civil Engg.	

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IQAC
Co-ordinator
KANGAYAM

	One Nominee from Employers	Mr. T. Thiyagarajan Managing Director, Triumphant Institute of Management Education (TIME), Erode	
6	One Nominee from Industrialists	Mr. D. Uma Maheswaran Spectrum Info tech, 171, Railway Feeder Road, Old Bus Stand, Virudhunagar, Tamilnadu – 626001	
	One Nominee from Parent	Mrs. Usman W/O Mr. G. Aleem H.No: 3/1069, 2012-21, Block	
7	One of the Senior Teachers as the Coordinator/Director of the IQAC	Dr. S. Gopalakrishnan Prof. & Head, Department of Civil Engg.	

The following points were discussed:

- Initially, IQAC Coordinator had briefed about the previous academic year minutes. All IQAC members discussed about the MOM. Then IQAC Coordinator explained about the IQAC functioning
- IQAC members finalized the tentative dates of internal ISO audit
- Then, IQAC members discussed about the number of value added course and certificate course, and placement training programs to be conducted for the academic year 2018-2019.
- The Committee insisted Training and Placement Cell to strengthen the number oi placements by bringing more numbers of reputed companies for On-campus placement drives.
- It was decided to prepare the lesson plan based on the course outcomes and program outcomes.
- The IQAC recommended that all faculty members should publish their research/review papers minimum one per year in any peer review indexed journals like UGC, Scopus, SCI, Web of Science.
- It was decided to conduct an orientation program on Higher Education Cell for the benefit of students.
- Discussion was held on academic calendar, academic schedule, and quality initiative program for the academic year 2018-2019.
- The committee suggested having MOU with the company, so that students will learn the industrial skills directly by visiting company, by getting internships and conducting various programmes like guest lectures, seminars and workshops.
- Students from all departments should participate in various academic and cultural programs conducted by other Institutions. Students should participate in extracurricular activities like YRC, RRC, NSS, Sports activities
- The committee suggested that each department should conduct department association inaugural function
- The department of S & H should plan the first year inauguration SPROUT'19 for 1st year UG students

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- Tentative date to conduct the parents meeting was decided in the meeting

Finally, vote of thanks was given by the IQAC coordinator and proposed the date for the next meeting and unanimously decided the tentative schedule during the month of December 2018.

IQAC Coordinator

Principal & Chairman of IQAC

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BUILDERS ENGINEERING COLLEGE
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT

Ref. No.: BEC/IQAC/Meeting/2018 - 19/01

Action taken report on the decisions of the IQAC meeting held on 13.06.2018. To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken:

Points discussed	Decisions taken	Responsibility	Target date
Tentative dates of internal ISO audit were finalized	First Internal ISO audit to be held on 15.11.2018 and Second Internal ISO audit on 24.04.2019.	ISO Coordinator	30.11.18 & 30.04.19
Planned Value added course or certificate course academic year 2018-19	• Each department minimum three Value added course or certificate course based on the market demanding subjects • General placement training programs and company specific training programs to be conducted to all final year students by the training officer	HODs	02.07.18
Placement training programs	Students are given a full-fledged training in the areas like Soft skill. Verbal, Aptitude, Technical skills and Value Added Training on emerging fields to get placed in top MNCs. Upcoming Placement Drive • TCS Drive is going to conduct at Vellalar College, ESEC & Nandha Engineering College • Heptagon technologies drive for CSE,ECE & EEE department is going to conduct at KPR college on 5.8.18	Placement & Training Officers	Immediate

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	• Maventic for all branches is going to conduct at BEC campus drive conformed on 10.08.18		
Course Outcomes and Program Outcomes attainment	All Faculty Members were instructed to prepare Lesson Plan and they were asked to submit the same to the Principal through HODs	All faculty members	Immediate
Research proposal & publications targets	• It is decided to submit TNSCST Proposal by every department (Minimum 1 proposal should be submitted by every department) • Seminar Grants, Conference Proposal should be submitted to AICTE • Faculty members should publish their research/review papers minimum one per year in any peer review indexed journals like UGC, Scopus, SCI, Web of Science.	All faculty members	Immediate
Higher education	The IQAC members instructed Higher Education Cell to organize more programs inside the campus to do higher education for all Pre-Final year and Final year students in association with premium coaching centers.	HEC Coordinator	Immediate
Academic calendar and academic schedule	• HODs should ensure the activities of all the departments as given in calendar • Exams should be conducted as per the guidelines given in Academic schedule given by the University. • Internal test will be conducted between 05.08.19 to 10.08.19 • Minimum pass marks for internal test is 70	HODs & Exam Coordinator	05.08.18 to 10.08.18
Quality initiative program for the academic year 2018-2019	IQAC should arrange training programs to both faculty members and non-teaching staffs, take some quality improvement inside the campus	IQAC Coordinator	Immediate
Memorandum of Understanding	The committee suggested that having MOU with the company is helpful to learn the industrial skills directly for students by visiting company, by getting internships and conducting various programmes like guest lectures, seminars and workshops.	Industry Institute Partnership Cell (IIPC) Coordinator	Immediate
Students Achievements	• Students from all departments should participate in various	HODs	Immediate

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	academic and cultural programs conducted by other Institutions. • Students should participate in extracurricular activities like YRC, RRC, NSS, Sports activities		
Association inaugural function	The committee suggested that each department should conduct department association inaugural function Tentative dates • CIVIL department – 13.08.18 • ECE department – 14.08.18 • EEE department – 15.08.18 • MECH department – 16.08.18 • CSE department – 17.08.18	HODs	13.08.18 to 17.08.18
First year inauguration	It has been discussed to organise the first year inauguration sprout'19 for 1st year students on 07.08.2019.	S&H Dept	07.08.19
Parents meeting date finalized	It is decided to conduct parents meeting for every department, soon after receiving University Results.	HODs	15.08.18

IQAC Coordinator

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Principal & Chairman of IQAC

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