

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. P : 04257 241935, 241545 | F : 04257 241885 | E : info@builderscollege.edu.in | W : www.builderscollege.edu.in

# INTERNAL QUALITY ASSURANCE CELL (IQAC)

### **CIRCULAR**

Ref. No.: BEC/IQAC/Meeting/2018 - 19/02

Date: 14.12.2018

This is to inform that second IQAC meeting for the academic year 2018 – 19 is scheduled on 24.12.2018 at IQAC by 10.00 AM to 1.00 PM. Hereby, it is requested that all IQAC members are asked to attend the meeting.

# Agenda:

- 1. Welcome address
- 2. Review of Previous Meeting Minutes
- 3. Auditing ISO & Academic and Administrative Audit
- Test evaluation
- Coaching & monitoring plan for weak students
- 6. Entrepreneurship Development Cell activities
- 7. Research Proposal & publications of faculty members
- 8. Quality initiative programs
- 9. Feedback of parents meeting
- 10. Vote of thanks

**IOAC** Coordinator

Copy to

1. All HODs

- 2. IQAC Members
- 3. Correspondent
- 4. Deputy Registrar
- 5. File

Principal & Chairman of IQAC

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



# List of IQAC Committee members are as follows:

S. No.	Role	Member with Designation
1	Chair Person	Dr. M. Tamilarasi, Principal
2	Few Senior Administrative	Mr. I Abdul Basith, Placement Officer
2	Officers	Mr. K. S. Thirunavukkarasu, Training Officer
C 14 4	19900	Dr. S. Saravanan, Associate Professor, Department of EEE
	endernio year 1618 - 19 isas it is requested that all 10A	Mr. C. Karthikeyan, Associate Professor & Head, Department of S&H
		Mr. R. Ravi, Associate Professor, Department of Mech
3	Teachers	Mr. S. D. Prabhu Ragavendiran, Associate Professor & Head, Department of CSE
		Mr. T. P. Saravanan, Associate Professor, Department of MBA
	illar A suli	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
	One Nominee from Local Society	Mr. S. A. Manoj Kumar, Sri Sellandiamman Oil Mill, Muthur, Tamil Nadu – 638105
5	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
	One Nominee from Employers	Mr. T. Thiyagarajan, Managing Director, Triumphant Institute of Management Education (T.I.M.E), Erode
6	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 - 19/02

The **second IQAC meeting** for the academic year **2018-19** is going to conduct on **24.12.2018**, 10.00 AM to 1.00 PM at IQAC. Dr. M. Tamilarasi, 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
- 3. Auditing ISO & Academic and Administrative Audit
- 4. Test evaluation
- 5. Coaching & monitoring plan for weak students
- 6. Entrepreneurship Development Cell activities
- 7. Research Proposal & publications of faculty members
- 8. Quality initiative programs
- 9. Feedback of parents meeting
- 10. Vote of thanks





# Builders Engineering College

Approcessor (American States) (American States)

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- Review of Previous Meeting Minutes
- 3. Auditors ISO & Academic out Administrative Audit
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  - Charles of the Committee of the Committe
  - the contract of parents meeting
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# The following members were attended the IQAC meeting:

S. No.	Role	Member with Designation	Signature
1	Chair Person	Dr. M. Tamilarasi Principal	M. Cent
2	Few Senior Administrative	Mr. I Abdul Basith Placement Officer	1.700
2	Officers	Mr. K. S. Thirunavukkarasu Training Officer	K/8V
	g2017-21 Resch krishnan	Dr. S. Saravanan Associate Professor Department of EEE	Shoon
	E Givil Engu	Mr. C. Karthikeyan Associate Professor & Head Department of S&H	- leke
		Mr. R. Ravi Associate Professor Department of Mech	BUS
3	Teachers	Mr. S. D. Prabhu Ragavendiran Associate Professor & Head Department of CSE	Ve
		Mr. T. P. Saravanan Associate Professor Department of MBA	H
		Mr. P. Yogeswari Assistant Professor Department of ECE	Py
		Mr. V. Sasikumar Assistant Professor Department of Civil Engg.	usett.
4	One Member from the Management	Thiru. K. R. Dhanasekar Correspondent	1 AN COS
	One Nominee from Local Society	Mr. S. A. Manoj Kumar Sri Sellandiamman Oil Mill, Muthur, Tamil Nadu – 638105	S. P. Devar
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	One Nominee from Alumni	Mr. M. Manish Kumar Mishra Mech. Engg. 2012 – 2016 Batch	H. Harry



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6	One Nominee from Industrialists	Mr. U. Uma Maheswaran Spectrum info tech, 1/1, Railway Feeder Road, Old Bus Stand, Virudhunagar, Tamilnadu - 626001	r. m. his
	One Nominee from Parent	Mr. Gansan F/O Mr. G. Akash II Mech. Engg,2017-21 Batch	Chaint
7	One of the Senior Teachers as the Coordinator/Director of the IQAC	Dr. S. Gopalakrishnan Prof. & Head, Department of Civil Engg.	8. gr



iff Year 1935, 2016 - 21 Batch

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# The following points were discussed:

- The feedback of first internal ISO audit report was discussed. The report portrayed that
  all faculty members were prepared the lesson plan with respect to the course outcome and
  program outcome. The attainment of both outcomes were reported to the respective
  department HoDs
- IQAC members finalized the tentative dates of second internal ISO audit & AAA
- HoDs are instructed to analyze the performance of the students from the 1<sup>st</sup> slip test itself. Faculty members should analyze and discuss test results with their HoD. Immediate action should be taken for the low performers by conducting coaching class. The coaching classes will be handled at 4.45 to 6.45 pm for weak students. Mentors are asked to convey the evening coaching classes performances & attendance to their parents. Mentors are asked to get interaction with students
- Entrepreneurship Development Cell should arrange various programs.
- The present status of publication of faculty members was discussed. Research proposal was submitted to TNSCST by all the departments.
- The coordinator briefed the need of organizing more quality enhancement workshops for faculty members and non-teaching staff members
- Then, IQAC members discussed about the present status of value added courses and certificate courses conducted in each department.
- A parent meeting was conduct by every department and the respective Heads have collected the feedback from all the parents those who have attended the meet.
- Academic Calendar was issued to all the students and staff and it was monitored by IQAC cell.

Finally, vote of thanks was given by the chairman of IQAC Coordinator and proposed the date for the next meeting and unanimously decided the tentative schedule during the month of March 2019.

IQAC Coordinator

Copy to

1. All HODs

- 2. IQAC Members
- 3. Correspondent
- 4. Deputy Registrar
- 5. File

M, MW
Principal & Chairman of IQAC

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



# The following points were discovered:

- The findings of first internal ISO and a report was discussed. The report portrayed that all faculty members were prepared the lesson plan with respect to the course outcome and program outcome. The strainment of both outcomes were reported to the respective department boths.
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# INTERNAL QUALITY ASSURANCE CELL (IQAC) ACTION TAKEN REPORT

Ref. No.: BEC/IQAC/Meeting/2018 - 19/02

Action taken report on the decisions of the IQAC meeting held on 24.12.2018. To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken:

Points discussed		Decisions taken	Responsibility	Target date
	•	From the first ISO audit report, it is understood that the attainment of		
Auditing - ISO &		course outcome and program outcome was recorded properly for all	All faculty	
Academic and	Ñ.	courses and It should be continued to the even semester subject too.	members	30.04.19
Administrative Audit	•	Academic administrative audit (AAA) tentatively to be held on		
		29.04.2019 & 30.04.2019		
	•	HoDs are instructed to analyze the performance of the students from		
		1st slip test.	All faculty	STATEMENTS
Test evaluation	•	Faculty members should analyze the slip test results with HoD before	members	Immediate
		Model test and distribute mark sheet to students		
	•	Mentors are asked to get interaction with students		
	•	Committee members are suggested that to conduct evening coaching		
Coaching & monitoring	10	classes between 4.45 to 6.45 pm for weak students	All faculty	Immediate
plan for weak students	•	Mentors are asked to convey the evening coaching classes	members	
	A	attendance to their parents		



	Entrepreneurship Development Cell can conduct various programs such		
Entrepreneurship Development Cell activities	<ul> <li>Innovation Day Campaign</li> <li>Retail sales camp inside the campus to the MBA Students by selling readymade dresses, cosmetics, toys, food items and Mobile</li> </ul>	EDC	Immediate
	S		
	1. Faculty members are instructed to send proposal to conduct seminar,		
Research Proposal & publications of faculty members	conference, research to funding agency  2. Faculty members are instructed to publish their research/review papers in any peer review indexed journals like UGC, Scopus, SCI,	All faculty members	Immediate
Quality initiative programs	Eleven quality initiatives programs were conducted. More programs should be conducted before the end of the AY 2018-19.	IQAC Coordinator & HODs	31.05.19
Feedback of parents meeting	Parents' meeting was conduct by all departments and the respective heads have collected the feedback from the parents those who attended the meeting. Through mobile the feedback can be collected from the	HODs	15.08.18
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S. M. IQAC Coordinator

Principal & Chairman of IQAC

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