

# 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.

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
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

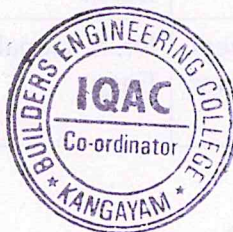
  
IQAC Coordinator

Copy to

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

  
Principal & Chairman of IQAC

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Kangayam-638 108,TN, India.

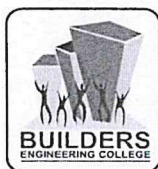


**List of IQAC Committee members are as follows:**

S. No.	Role	Member with Designation
1	Chair Person	Dr. M. Tamilarasi, Principal
2	Few Senior Administrative 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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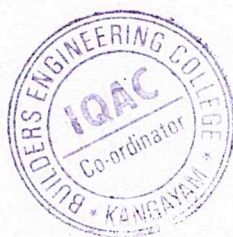
### MINUTES OF IQAC MEETING

**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:**

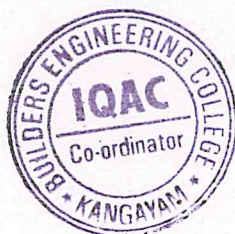
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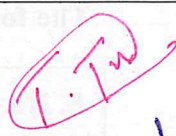
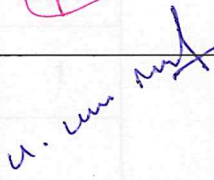

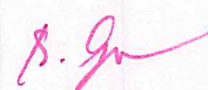


The following members were attended the IQAC meeting:

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





6	One Nominee from Employers	Mr. T. Thiagarajan 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	
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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:**

- 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 conducted 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.

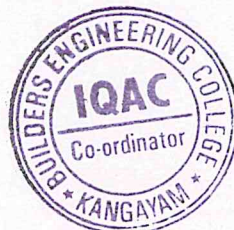
  
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**Principal & Chairman of IQAC**

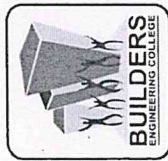
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### ACTION TAKEN REPORT

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
Auditing - ISO & Academic and Administrative Audit	<ul style="list-style-type: none"><li>From the first ISO audit report, it is understood that the attainment of course outcome and program outcome was recorded properly for all courses and It should be continued to the even semester subject too.</li><li>Academic administrative audit (AAA) tentatively to be held on 29.04.2019 &amp; 30.04.2019</li></ul>	All faculty members	30.04.19
Test evaluation	<ul style="list-style-type: none"><li>HoDs are instructed to analyze the performance of the students from 1<sup>st</sup> slip test.</li><li>Faculty members should analyze the slip test results with HoD before Model test and distribute mark sheet to students</li><li>Mentors are asked to get interaction with students</li></ul>	All faculty members	Immediate
Coaching & monitoring plan for weak students	<ul style="list-style-type: none"><li>Committee members are suggested that to conduct evening coaching classes between 4.45 to 6.45 pm for weak students</li><li>Mentors are asked to convey the evening coaching classes attendance to their parents</li></ul>	All faculty members	Immediate





Entrepreneurship Development Cell activities	Entrepreneurship Development Cell can conduct various programs such as <ul style="list-style-type: none"> <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 accessories in the stalls</li> </ul>	EDC	Immediate
Research Proposal & publications of faculty members	<ol style="list-style-type: none"> <li>Faculty members are instructed to send proposal to conduct seminar, conference, research to funding agency</li> <li>Faculty members are instructed to publish their research/review papers in any peer review indexed journals like UGC, Scopus, SCl, and Web of Science.</li> </ol>	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 absent parents	HODs	15.08.18

*B. Jeyaraj*  
IQAC Coordinator



*M. Ned*  
Principal & Chairman of IQAC

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