

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/2019 - 20/01

Date: 24.06.2019

This is to inform that **first IQAC meeting** for the academic year 2019-20 is scheduled on 29.06.2019 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. Review of Previous Meeting Minutes & IQAC functioning
2. College Management System (CMS)
3. Value added course and certificate courses for the Academic year 2019-20
4. Training & Placement
5. Higher education
6. Research Proposal & Publications
7. Mentoring system
8. Internal ISO audit
9. Academic Calendar and Academic Schedule
10. Quality initiative program for the academic year 2019-2020
11. Memorandum of Understanding
12. Students Achievements
13. Association inaugural function
14. Student Induction Programs for first year UG and PG
15. Parents Meeting
16. NPTEL
17. Events


IQAC Coordinator 24/6/19.

Copy to

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

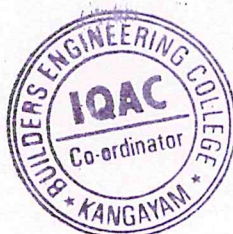


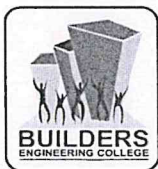

Principal & Chairman of IQAC

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. P. S. Gopalakrishnan, Principal
2	Few Senior Administrative Officers	Mr. S. Viswanathan, Deputy Registrar
		Mr. K. S. Thirunavukkarasu, Training Officer
3	Teachers	Dr. S. Saravanan, Associate Professor, Department of EEE
		Dr. G. Suresh, Associate Professor & Head, Department of MBA
		Mr. C. Karthikeyan, Associate Professor & Head, Department of S&H
		Mr. R. Ravi, Associate Professor & Head, Department of Mech
		Mr. S. D. Prabhu Ragavendiran, Associate Professor & Head, Department of CSE
		Mr. S. D. Vijayakumar, Assistant Professor & Head, Department of ECE
		Mr. K. E. Viswanathan, Assistant Professor & Head, 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, IV 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. Ganesan, F/O Mr. G. Akash, III Mech. Engg, 2017-21 Batch
7	One of the Senior Teachers as the Coordinator/Director of the IQAC	Dr. M. S. Senthil Kumar, Professor, Department of Mechanical Engg.





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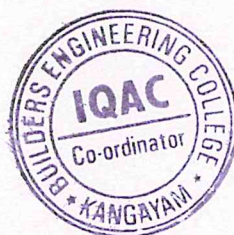
MINUTES OF IQAC MEETING

Ref. No.: BEC/IQAC/Meeting/2019 - 20/01

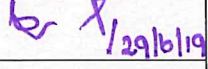
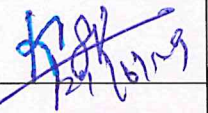
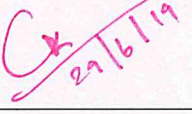
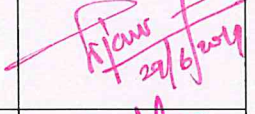
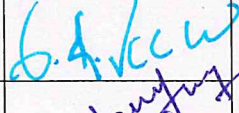
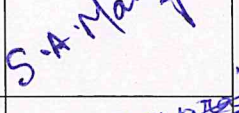
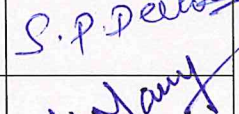
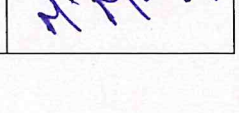
The **first IQAC meeting** for the academic year 2019-20 is going to conduct on **29.06.2019**, 10.00 AM to 1.00 PM at IQAC. Dr. Dr. S. Gopalakrishnan, Chairperson, welcomed the members of IQAC and set the context for the discussion meeting followed by review presentation made by IQAC Coordinator Dr. M. S. Senthil Kumar, Professor, Department of Mechanical Engg.

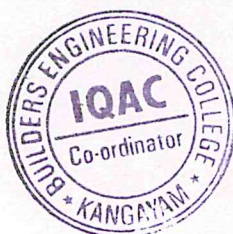
Agenda for discussion:

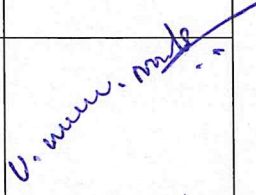
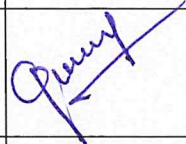
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2. College Management System (CMS)
3. Value added course and certificate courses for the Academic year 2019-20
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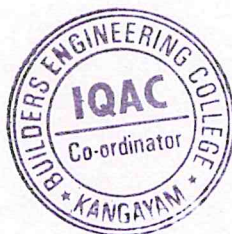


The following members were attended the IQAC meeting:

S. No.	Role	Member with Designation	Signature
1	Chair Person	Dr. S. Gopalakrishnan Principal	
2	Few Senior Administrative Officers	Mr. S. Viswanathan Deputy Registrar	
		Mr. K. S. Thirunavukkarasu Training Officer	
3	Teachers	Dr. S. Saravanan Associate Professor Department of EEE	
		Dr. G. Suresh Associate Professor & Head Department of MBA	
		Mr. C. Karthikeyan Associate Professor & Head Department of S&H	
		Mr. R. Ravi Associate Professor & Head Department of Mech	
		Mr. S. D. Prabhu Ragavendiran Associate Professor & Head Department of CSE	
		Mr. S. D. Vijayakumar Assistant Professor & Head Department of ECE	
		Mr. K. E. Viswanathan Assistant Professor & Head 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 IV Year ECE, 2016 – 20 Batch	
	One Nominee from Alumni	Mr. M. Manish Kumar Mishra Mech. Engg. 2012 – 2016 Batch	

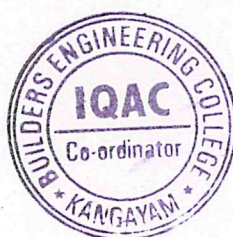


6	One Nominee from Employers	Mr. T. Thiyagarajan Managing Director, Triumphant Institute of Management Education (T.I.M.E), Erode	
	One Nominee from Industrialists	Mr. U. Uma Maheswaran Spectrum info tech, 1/1, Railway Feeder Road, Old Bus Stand, Virudhunagar, Tamilnadu - 626001	
	One Nominee from Parent	Mr. Ganesan F/O Mr. G. Akash III Mech. Engg, 2017-21 Batch	
7	One of the Senior Teachers as the Coordinator/Director of the IQAC	Dr. M. S. Senthil Kumar Professor, Department of Mechanical Engg.	 29/6/19



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
- The Committee insisted that the student attendance is considered as absent without proper letter or prior information. All mentors were asked to send the students attendance list to CMS before 2nd period. On duty faculty are asked to produce the attendance slip after that day otherwise it will consider as CL.
- IQAC members discussed about the value added course and certificate course. Then the instructed that each department should conduct minimum three Value added course or certificate course based on the market demanding subjects.
- 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 2019-2020.
- The Committee insisted training and placement coordinators to strengthen the number of placements by bringing more numbers of reputed companies for On-campus placement drives. The committee suggested them try to do more MOU with the company for improving the industrial skills of the students through internships, industrial projects, guest lectures, seminars and workshops.
- It was decided to conduct an orientation program on Higher Education Cell for the benefit of students.
- 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.
- The committee suggested that all HoDs are asked to guide their staff members for mentoring the students. All Mentors are asked to pass the student performance through WhatsApp/SMS/Letter to parents.
- IQAC members finalized the tentative dates of internal ISO audit. They suggested all faculty members to prepare the lesson plan based on the course outcomes and program outcomes.



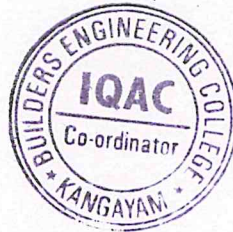
- Discussion was held on academic calendar, academic schedule, and quality initiative program for the academic year 2019-2020.
- Students from all departments should participate in various academic and cultural programs conducted by other Institutions. Students should participate in extracurricular activities 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'20 for 1st year UG students
- Tentative date to conduct the parents meeting was decided in the meeting
- IQAC members suggested that all staffs and students should involve in NPTEL FDP or Examinations. All heads should motivate them to register for the same.
- It is planned to celebrate Dr. A. P. J Abdulkalam birthday as Innovation Day celebration inside the campus on October month

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 2019.


IQAC Coordinator

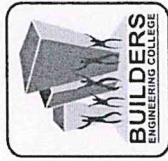
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Principal & Chairman of IQAC

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ACTION TAKEN REPORT

Ref. No.: BEC/IQAC/Meeting/2019 - 20/01

Action taken report on the decisions of the IQAC meeting held on 29.06.2019. To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken:

Points discussed	Decisions taken	Responsibility	Target date
College Management System (CMS)	- Student attendance is considered as absent without proper letter or prior information. - All mentors were asked to send the students attendance list to CMS before 2nd period. - On duty faculty are asked to produce the attendance slip after that day otherwise it will consider as CL.	All faculty members	Immediate
Training & Placement	Committee members suggested the following regarding training and placement - CTS training to all eligible students - National career service registration for all eligible students and registration link will send to students through department coordinators - Full-fledged training in the areas like Soft skill. Verbal, Aptitude, Technical skills and Value Added Training on emerging fields to get placed in the following upcoming placement drive. During training hours, students can use	Placement & Training Officers	Immediate





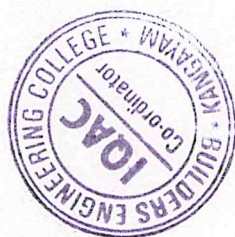
	hostel if they need by paying Rs. 150 rupees/ per day as food charge. TCS Drive, Syntel for CSE/ECE, Maestro steel detailing for mechanical, CSS Corp for all, Syma Technologies for CSE/ECE/EEE, Quess Corp for CSE/ECE/EEE, IBirds Software Sollution for CSE		
Value added course or certificate course academic year 2019-20	Each department should conduct minimum three Value added course or certificate course based on the market demanding subjects	HODs	31.05.20
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
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
Mentoring system	- HoDs are asked to guide their staff members for mentoring the students. - All Mentors are asked to pass the student performance through WhatsApp/SMS/Letter to parents.	All faculty members	Immediate
Internal ISO audit	First Internal ISO audit to be held on 15.11.2019 and Second Internal ISO audit on 24.04.2020.	ISO Coordinator	30.11.19 & 30.04.20
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	HODs & Exam Coordinator	05.08.19 to 10.08.19

	Minimum pass marks for internal test is 70		
Quality initiative program for the academic year 2019-2020	- IQAC should arrange training programs to both faculty members and non-teaching staffs, take some quality improvement inside the campus - Soft skill training programme will be arranged to faculty members by Dean /FOM&FOC	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. - 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	Industry Institute Partnership Cell Coordinator	Immediate
Students Achievements	- 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	HODs	Immediate
Association inaugural function	The committee suggested that each department should conduct department association inaugural function Tentative dates - CIVIL department – 13.08.19 - ECE department – 14.08.19 - EEE department – 15.08.19 - MECH department – 16.08.19 - CSE department – 17.08.19	HODs	13.08.19 to 17.08.19
First year inauguration	It has been discussed to organise the first year inauguration sprout'20 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. Mentors are asked to inform the about the slip test marks & university results to the parents during the parents meeting	HODs & Mentors	15.08.19
NPTEL	IQAC members suggested that all staffs and students should involve in NPTEL FDP or Examination. All heads should	All faculty members	Immediate



	motivate them to register for the same.		
Events	It is planned to celebrate Dr. A. P. J Abdulkalam birthday as Innovation Day celebration inside the campus on October month	HoDs	15.10.2019

U. S. Kumar
IQAC Coordinator 30/6/19



S. Gopal
Principal & Chairman of IQAC
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