



# 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

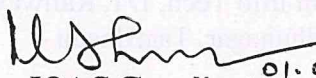
Ref. No.: BEC/IQAC/Meeting/2020 - 21/01

Date: 01.07.2020

This is to inform that **first IQAC meeting** for the academic year 2020 - 21 is scheduled on 04.07.2020 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. Covid 19 – Awareness & follow up protocols
3. Online Class Conduction
4. Online examinations
5. Online inauguration function and Student Induction Programs for first year UG and PG
6. Mentoring system
7. Value added course and certificate courses for the Academic year 2020 - 21
8. Higher education, Training & Placement
9. NPTEL, Research Proposal & Publications
10. Academic Calendar and Academic Schedule
11. Internal ISO audit
12. Quality initiative program for the academic year 2020 - 21
13. Changes in HR Policy
14. Roles & Responsibilities
15. NAAC criteria in-charges

  
01.07.20  
IQAC Coordinator

  
11/7/20  
Principal & Chairman of IQAC

#### Copy to

1. Secretary & Correspondent
2. Administrative Officer
3. All HODs
4. IQAC - Members & File

**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, Administrative Officer
		Mr. K. S. Thirunavukkarasu, Training Officer
3	Teachers	Dr. S. Saravanan, Professor & Head, Department of EEE
		Dr. G. Suresh, Professor & Head, Department of MBA
		Dr. C. Karthikeyan, Associate Professor & Head, Department of S&H
		Mr. R. Ravi, Associate Professor & Head, Department of Mech
		Mr. S. Gobinath, Assistant Professor & Head, Department of CSE
		Dr. S. Kumar, Professor & Head, Department of ECE
		Mr. K. E. Viswanathan, Assistant Professor & Head, Department of Civil Engg.
4	One Member from the Management	Thiru. P. Balasivakumar, Secretary & Correspondent
5	One Nominee from Local Society	Mr. D. Parameshvaran, Chief Manager – 1, ICICI Bank, Coimbatore
	One Nominee from Student	Mr. P. Jeevananthan, Civil. Engg., 2017 – 2021 Batch
	One Nominee from Alumni	Ms. S. Gavyamathy, MBA, 2018 – 2020 Batch
6	One Nominee from Employers	Mr. V. V. Kumar, HR Manager, GMS Elegant Builders Pvt. Ltd, 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. M. Suresh, F/o Ms. S. Priyanka, III CSE, 2018-22 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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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### MINUTES OF IQAC MEETING

**Ref. No.:** BEC/IQAC/Meeting/2020 - 21/01

The **first IQAC meeting** for the academic year 2020-21 is going to conduct on **04.07.2020**, 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:**

1. Review of Previous Meeting Minutes & IQAC functioning
2. Covid 19 – Awareness & follow up protocols
3. Online Class Conduction
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10. Academic Calendar and Academic Schedule
11. Internal ISO audit
12. Quality initiative program for the academic year 2020 - 21
13. Changes in HR Policy
14. Roles & Responsibilities
15. NAAC criteria in-charges

**The following members were attended the IQAC meeting:**

S. No.	Role	Member with Designation
1	Chair Person	Dr. P. S. Gopalakrishnan, Principal
2	Few Senior Administrative Officers	Mr. S. Viswanathan, Administrative Officer
		Mr. K. S. Thirunavukkarasu, Training Officer
3	Teachers	Dr. S. Saravanan, Professor & Head, Department of EEE
		Dr. G. Suresh, Professor & Head, Department of MBA
		Dr. C. Karthikeyan, Associate Professor & Head, Department of S&H
		Mr. R. Ravi, Associate Professor & Head, Department of Mech
		Mr. S. Gobinath, Assistant Professor & Head, Department of CSE
		Dr. S. Kumar, Professor & Head, Department of ECE
		Mr. K. E. Viswanathan, Assistant Professor & Head, Department of Civil Engg.
4	One Member from the Management	Thiru. P. Balasivakumar, Secretary & Correspondent
5	One Nominee from Local Society	Mr. D. Parameshvaran, Chief Manager – 1, ICICI Bank, Coimbatore
	One Nominee from Student	Mr. P. Jeevananthan, Civil. Engg., 2017 – 2021 Batch
	One Nominee from Alumni	Ms. S. Gavyamathy, MBA, 2018 – 2020 Batch
6	One Nominee from Employers	Mr. V. V. Kumar, HR Manager, GMS Elegant Builders Pvt. Ltd, 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. M. Suresh, F/o Ms. S. Priyanka, III CSE, 2018-22 Batch
7	One of the Senior Teachers as the Coordinator/Director of the IQAC	Dr. M. S. Senthil Kumar, Professor, Department of Mechanical Engg.

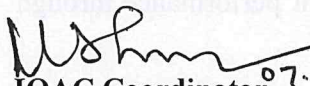


**The following points were discussed:**

- 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
- The Committee insisted that as prescribed by the central and state governments, Covid 19 protocols should be followed strictly at main entrance and all areas of the premises.
- Online classes and examinations should be conducted by all faculty members and heads of the departments should ensure the effectiveness of the online classes by doing monitoring. The Committee insisted that the student attendance is considered as absent without prior information to Class advisors/Mentors.
- The dates, schedules, topics and experts of online inauguration function and student induction programs for both first year UG and PG was discussed.
- 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.
- Committee members asked each department heads to conduct value added courses and certificate courses relate to market demand and key areas to improve the student performance after placement.
- The IQAC insisted It was decided to conduct an orientation program on Higher Education Cell for the benefit of students. The Committee requested training and placement coordinators, to bring more numbers of reputed companies for On-campus/off-campus placement drives.
- 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.
- Discussion was held on academic calendar, academic schedule, and quality initiative program for the academic year 2020 - 21.
- 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.

- IQAC members suggested that all staffs and students should utilizing the lock down time by effectively involved in the NPTEL FDP/Examinations. All heads should motivate them to register for the same.
- Based on the recommendations of governing council meeting, it is decided to edit the existing HR policy, creation of new roles and assign responsible person to the all roles
- IQAC Coordinator asked each department heads to submit the department wise criteria coordinators list to IQAC. And, the overall criteria coordinators were asked to conduct regular meetings with department wise criteria coordinators for the data collection either through online or offline.

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 January 2020.

  
IQAC Coordinator 07.07.20

  
Principal & Chairman of IQAC

Copy to

1. Secretary & Correspondent
2. Administrative Officer
3. All HODs
4. IQAC - Members & File





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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### ACTION TAKEN REPORT

Ref. No.: BEC/IQAC/Meeting/2020 - 21/01

Action taken report on the decisions of the IQAC meeting held on 04.07.2020. To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken:

Points discussed	Decisions taken	Responsibility	Target date
Online Class Conduction & examinations	<ul style="list-style-type: none"> <li>Online classes and examinations should be conducted by all faculty members and HoDs should monitor it.</li> </ul>	All faculty members	Immediate
Online inauguration function for first year UG and PG	It has been discussed to organise the first year inauguration sprout for 1 <sup>st</sup> year UG students on 06.11.2020 and PG students on 30.11.2020.	S&H Dept MBA Dept	06.11.2020 & 30.11.2020
Online Student Induction Programs for first year UG and PG	The student induction programs (SIP) for first year UG will be organised between 09.11.20 to 21.11.20 and first year PG will be organised between 30.11.20 to 05.12.20.	S&H Dept MBA Dept	09.11.2020 to 21.11.2020 & 30.11.2020 to 05.12.2020
Mentoring system	<ul style="list-style-type: none"> <li>HoDs are asked to guide their staff members for mentoring the students.</li> <li>All Mentors are asked to pass the student performance through WhatsApp/SMS/Letter to parents.</li> </ul>	All faculty members	Immediate
Value added course or certificate course academic year 2020 - 21	<ul style="list-style-type: none"> <li>Each department should conduct minimum two Value added course or certificate course based on the market demanding subjects through online</li> </ul>	HODs	31.05.21
Higher education, Training & Placement	<ul style="list-style-type: none"> <li>The IQAC members instructed Higher Education Cell to organize program for higher education through online mode for all Pre-Final year and Final year students in association with premium coaching</li> </ul>	HEC Coordinator, Placement &	Immediate

	centers.	Training Officers	
	<ul style="list-style-type: none"> <li>• 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.</li> <li>• National career service registration for all eligible students and registration link will be send to students through department coordinators.</li> <li>• Seminar Grants, Conference Proposal should be submitted to AICTE</li> <li>• Faculty members should publish their research/review papers minimum one per year in any peer review indexed journals like UGC, Scopus, SCL, Web of Science.</li> </ul>	All faculty members	Immediate
Internal ISO audit	First Internal ISO audit tentatively will be conduct on 20.10.2020 and Second Internal ISO audit on 03.05.2021.	ISO Coordinator	30.11.19 & 30.04.20
Academic calendar and academic schedule	<ul style="list-style-type: none"> <li>• HODs should ensure the activities of all the departments as given in calendar</li> <li>• Exams should be conducted as per the guidelines given in Academic schedule given by the University.</li> </ul>	HODs & Exam Coordinator	Immediate
Quality initiative program for the academic year 2020 - 21	<ul style="list-style-type: none"> <li>• IQAC should arrange training programs to both faculty members and non-teaching staffs, take some quality improvement inside the campus</li> </ul>	IQAC Coordinator	Immediate
NPTEL	IQAC members suggested that all staffs and students should utilizing the lock down time by effectively involved in the NPTEL FDP/Examinations. All heads should motivate them to register for the same.	All faculty members	Immediate
HR Policy & Roles & Responsibilities	<ul style="list-style-type: none"> <li>• The committee decided the new version HR policy will be prepared by dr. G. Suresh, HoD/MBA</li> <li>• The roles &amp; detailed responsibilities for the 2020-21 academic year will be prepared by Dr. M. S. Senthil Kumar, IQAC Coordinator</li> </ul>	MBA HoD & IQAC Coordinator	31.01.21

  
 07.07.20  
 IQAC Coordinator

  
 Principal & Chairman of IQAC





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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### CIRCULAR

Ref. No.: BEC/IQAC/Meeting/2020 -21/02

Date: 23.01.2021

This is to inform that **second IQAC meeting** for the academic year 2020 – 21 is scheduled on 30.01.2021 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. Review of Previous Meeting Minutes
2. AQAR preparation
3. Academic and Administrative Audit (AAA)
4. Internal test evaluation
5. Coaching & monitoring plan for weak students
6. Placement Activity
7. Organizing quality related seminars/workshop
8. ISO Auditing
9. Research Proposal & publications of faculty members

  
23/01/21  
IQAC Coordinator

  
23.1.21  
Principal & Chairman of IQAC

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		Mr. S. Gobinath, Assistant Professor & Head, Department of CSE
		Mr. S. D. Vijayakumar, Associate Professor & Head, Department of ECE
		Mr. K. E. Viswanathan, Assistant Professor & Head, Department of Civil Engg.
4	One Member from the Management	Thiru. S. Anandavadivel, Correspondent
5	One Nominee from Local Society	Mr. D. Parameshvaran, Chief Manager – 1, ICICI Bank, Coimbatore
	One Nominee from Student	Mr. P. Jeevananthan, Civil. Engg., 2017 – 2021 Batch
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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### MINUTES OF IQAC MEETING

Ref. No.: BEC/IQAC/Meeting/2020 - 21/02

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#### Agenda for discussion:

1. Review of Previous Meeting Minutes
2. AQAR preparation
3. Academic and Administrative Audit (AAA)
4. Internal test evaluation
5. Coaching & monitoring plan for weak students
6. Placement Activity
7. Organizing quality related seminars/workshop
8. ISO Auditing
9. Research Proposal & publications of faculty members

**The following members were attended the IQAC meeting:**

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		Mr. R. Ravi, Associate Professor & Head, Department of Mech
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		Mr. S. D. Vijayakumar, Associate Professor & Head, Department of ECE
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7	One of the Senior Teachers as the Coordinator/Director of the IQAC	Dr. M. S. Senthil Kumar, Professor, Department of Mechanical Engg.



**The following points were discussed:**

- Initially, IQAC Coordinator had briefed about the previous minutes. All IQAC members discussed about the MOM.
- It was proposed to present the AQAR for the academic year 2020-2021 to Governing Council meeting. Thereby, HoDs and overall criterion coordinator should monitor and ensure the timely preparation and submission.
- The IQAC coordinator has initiated the process to carry out AAA (Academic and Administrative Audit). A format was prepared and presented by the coordinator to the committee. A detailed schedule to conduct AAA was discussed and dates finalised.
- IQAC members finalized the tentative dates of second internal ISO audit & AAA
- Faculty members should analyze and discuss test results with their HoD. Immediate action should be taken for the low performers by conducting online coaching class. Mentors are asked to get interaction with students.
- Committee members are suggested that all faculty members to identify the last three-year question bank and distribute to arrear students.
- Committee members suggested that the department placement coordinator should collect resume from students and get correction from English or MBA department. Intensive training should be given to the placement eligible students in the areas like verbal, aptitude, technical skills through online mode.
- IQAC coordinator suggests that faculty members should implement activity based teaching method like Quiz, showing demo model, cut section model, etc for their courses in order to effective learning to students. The coordinator briefed the need of organizing more quality enhancement workshops for faculty members and non-teaching staff members.
- The feedback of first internal ISO audit report was discussed. The report showed that all faculty members were prepared the lesson plan as per the the course outcome and program outcome prescribed in the Anna University syllabus. The attainment of both outcomes was reported to the respective department heads.
- The present status of publications of faculty members were discussed. Few research proposals were submitted to various funding agencies by all the departments. The

committee requested EDC coordinator to arrange various programs to final year and third year students.

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 June 2021.

  
IQAC Coordinator 01.02.21

  
Principal & Chairman of IQAC

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4. IQAC - Members & File





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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### ACTION TAKEN REPORT

Ref. No.: BEC/IQAC/Meeting/2020 - 21/02

Action taken report on the decisions of the IQAC meeting held on 30.01.2021. To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken:

Points discussed	Decisions taken	Responsibility	Target date
AQAR preparation	Present the AQAR for the academic year 2020-2021 to Governing Council meeting.	HoDs & Overall criterion coordinator	Immediate
Academic and Administrative Audit (AAA)	The AAA for both department level and institute level will be conducted as per the schedule in the newly created format. Invitation should be sent to external auditor and circular should be sent to all stakeholders on time.	AAA coordinator	18.03.2021
ISO Auditing	From the first ISO audit report, it is understood that the attainment of course outcome and program outcome was recorded properly for all ODD sem courses. It should be continued to the even semester courses also	All faculty members	30.04.2021
Training & Placement	IQAC insisted the training cell to conduct soft skill training programme for all the final year students. The placement officer and various department placement cell coordinators were requested to identify the placement opportunities in the core field for the students. IQAC insisted the	Training & Placement Coordinators	Immediate

	placement cell to improve the number of placements through on campus recruitments with MNCs.		
Internal test evaluation	<ul style="list-style-type: none"> <li>Faculty members should analyze and discuss test results with their HoD. Immediate action should be taken for the low performers by conducting online coaching class. Mentors are asked to get interaction with students.</li> <li>Committee members are suggested that all faculty members to identify the last three-year question bank and distribute to arrear students.</li> </ul>	All faculty members	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, SCI, and Web of Science.</li> </ol>	All faculty members	Immediate
Quality initiative programs	Committee members suggested more programs should be conducted before the end of the AY 2020 - 21.	IQAC Coordinator & HODs	31.05.21

  
 01.02.21  
 IQAC Coordinator

  
 Principal & Chairman of IQAC