

BUILDERS ENGINEERING COLLEGE

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai

ISO 9001:2015 Certified Institution & Accredited by NAAC with B++ Grade

Erode Road, Nathakadaiyur, Kangayam, Tirupur - 638 108, Tamil Nadu.

Ph : 04257 241935, 241545 | Fax : 04257 241885, Email : info@builderscollege.edu.in, www.builderscollege.edu.in

INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

Ref. No.: BEC/IQAC/Meeting/2021 - 22/01

Date: 14.06.2021

This is to inform that **first IQAC meeting** for the academic year 2021 - 22 is scheduled on **21.06.2021** 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. National Institute of Technical Teachers Training and Research (NITTTR) FDP
3. Covid 19 – Awareness & follow up protocols
4. Online Class Conduction & examinations
5. Admission policy, first year UG and PG, and lateral entry admission
6. Value added course and certificate courses for the Academic year 2021 - 22
7. Higher education, Training & Placement
8. Innovation center
9. NPTEL, Research Proposal & Publications
10. Academic Calendar and Academic Schedule
11. Internal ISO audit
12. Quality initiative program for the academic year 2021 – 22
13. Student project
14. NAAC criteria in-charges


IQAC Coordinator

Copy to

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


Principal & Chairman of IQAC

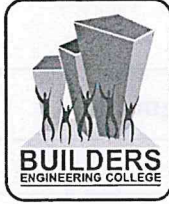
PRINCIPAL
BUILDERS ENGINEERING COLLEGE
Kangayam-638 108, TN, India.



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, 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, Professor & Head, Department of S&H Mr. R. Ravi, Associate Professor & Head, Department of Mech 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. S. Dharunkumar, IV Civil Engg., 2018-22 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. S. Hariharasudhan,, Director, Comten Consulting Engineers Private Limited, 740, 3 rd Floor, Trichy Road, Rmanathapuram,, Coimbatore - 641045
	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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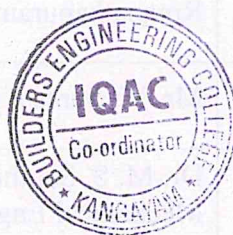
MINUTES OF IQAC MEETING

Ref. No.: BEC/IQAC/Meeting/2021 - 22/01

The **first IQAC meeting** for the academic year 2021 - 22 is going to conduct on **21.06.2021**, 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.

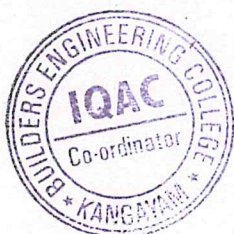
Agenda for discussion:

1. Review of Previous Meeting Minutes & IQAC functioning
2. National Institute of Technical Teachers Training and Research (NITTTR) FDP
3. Covid 19 – Awareness & follow up protocols
4. Online examinations and classes
5. Admission policy, first year UG and PG, and lateral entry admission
6. Value added course and certificate courses for the Academic year 2021 - 22
7. Higher education, Training & Placement
8. Innovation center
9. NPTEL, Research Proposal & Publications
10. Academic Calendar and Academic Schedule
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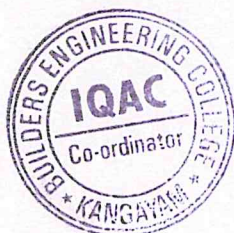
The following members were attended the IQAC meeting:

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, Professor & Head, Department of S&H
		Mr. R. Ravi, Associate Professor & Head, Department of Mech
		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. S. Dharunkumar, IV Civil Engg., 2018-22 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
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	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.
- Dr. Thanikachalam Vedhathiri, Adjunct Professor, NITTTR Chennai is handling NITTTR FDP to all BEC faculty members through online.
- Online classes should be conducted by all faculty members and heads of the departments should monitor the effectiveness of the online classes. The Committee insisted that the student attendance is considered as absent without prior information to Class advisors/Mentors.
- 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.
- All the staff members are asked to focus more on the lateral entry, UG and PG admissions. Faculty members should clearly elaborate the admission policy to admission enquiry and current students
- 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 HEC and CDC to conduct GATE and TNPSC coaching classes through online mode to third year and final year students by tie up with premium coaching centers.
- The Committee requested training and placement coordinators, to bring more numbers of reputed companies for On-campus/off-campus placement drives.
- The committee informed to HoDs to submit a detailed report of the innovation center along with budget to Principal as soon as possible.



- 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 2021 - 22.
- IQAC members informed to HoDs that all faculty members should prepare their course file and other files as per the ISO format and submit the same during auditing
- Committee members are requested heads to allow students to do multi-disciplinary projects
- 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.

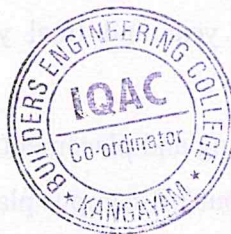
Finally, vote of thanks was given by the IQAC coordinator and proposed the date for the next meeting and unanimously decided the tentative schedule during the month of December 2021.


 IQAC Coordinator 23/6/21


 Principal & Chairman of IQAC

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3. All HODs
4. IQAC - Members & File



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ACTION TAKEN REPORT

Ref. No.: BEC/IQAC/Meeting/2021 - 22/01

Action taken report on the decisions of the IQAC meeting held on **21.06.2021**. To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken:

Points discussed	Decisions taken	Responsibility	Target date
National Institute of Technical Teachers Training and Research (NITTTR) FDP	All BEC faculty members are attending NITTTR FDP through online. Committee members are requested heads to evaluate the assignments of FDP and post their comments on time.	All HoDs	On progress
Online Class Conduction & examinations	<ul style="list-style-type: none"> All faculty members should conduct classes through online till Anna University announcement for regular mode. HoDs should monitor the progress of the syllabus coverage and class effectiveness. Anna University examinations is going on. Mentors and class advisors should guide the students to scan and upload 	All faculty members	Immediate
Admission policy, first year UG and PG, and lateral entry admission	All the staff members are asked to focus more on the lateral entry, UG and PG admissions. Faculty members should clearly elaborate the admission policy to admission enquiry and current students	All faculty members	Immediate
Value added course and certificate courses for the Academic year 2021 - 22	Each department should conduct minimum two value added course or certificate course based on the market demanding subjects through online	HODs	31.05.22
Higher education	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	HEC Coordinator	Immediate



	centers.		
Training & Placement	<ul style="list-style-type: none"> 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. 	Placement & Training Officers	Immediate
Innovation center	<ul style="list-style-type: none"> HoDs are asked to submit a detailed report of the innovation center along with budget 	HODs	Immediate
NPTEL, Research Proposal & Publications	<ul style="list-style-type: none"> IQAC members suggested that all staffs and students should involve NPTEL FDP/Examinations. All heads should motivate them to register for the same. 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
Academic Calendar and Academic Schedule	<ul style="list-style-type: none"> 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. 	HODs & Exam Coordinator	Immediate
Internal ISO audit	<ul style="list-style-type: none"> All faculty members should prepare their course file and other files as per the ISO format and submit the same during auditing 	All faculty members	Immediate
Quality initiative program for the academic year 2021 – 22	<ul style="list-style-type: none"> IQAC should arrange training programs to both faculty members and non-teaching staffs, take some quality improvement inside the campus 	IQAC Coordinator	Immediate
Student project	<ul style="list-style-type: none"> Committee members are requested heads to allow students to do multi-disciplinary projects 	HODs	Immediate

W. S. Kumar
23/6/21
IQAC Coordinator



S. Gopal
Principal & Chairman of IQAC

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