



BUILDERS ENGINEERING COLLEGE

An Entity of Kangeyam Group of Institutions

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EBET Knowledge Park, Nathakadaiyur, Kangeyam, Tirupur - 638 108, Tamil Nadu.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

Ref. No.: BEC/IQAC/Meeting/2022 - 23/03

Date: 11.04.2023

This is to inform that **Third IQAC meeting** for the academic year 2022 - 23 is scheduled on **15.04.2023** 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
2. AICTE approval & Anna University Affiliation
3. Research and Development
4. Autonomous Status
5. Training and Placement
6. TNEA registration
7. End Semester Examination
8. Department activities (2023-24)
9. NBA & AQAR status
10. UMIS data
11. Admission 2023 – 2024
12. College Day & Sports Day


IQAC Coordinator


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. S. Ramkumar Principal
2	Senior Administrative Officers	Mr. S. Viswanathan Deputy Register
		Mr. K. S. Thirunavukkarasu Training Officer
3	Teachers	Dr. K. Sakthivadivel Associate Professor, Department of Mech
		Mr. V. Sasikumar Assistant Professor, Department of Civil
		Ms. V. Manimala, Associate Professor, Department of ECE
		Ms. S. Radhika Assistant Professor, Department of EEE
		Dr. D. Maya Associate Professor, Department of CSE
		Dr. N. Kavitha Professor, Department of MBA
		Ms. T. Sudha Assistant Professor, Department of S&H
4	Management Representative	Dr. C. Venkatesh Chief Executive Officer/Director
5	Local society Nominee	Mr. D. Parameshvaran Chief Manager – 1, ICICI Bank, Coimbatore
	Student Nominee	Mr. K. Krishnan II CSE, 2021-25 Batch
	Alumni Nominee	Ms. S. Gavyamathy MBA, 2018 – 2020 Batch
6	Employer Nominee	Mr. V. V. Kumar HR Manager, GMS Elegant Builders Pvt. Ltd, Erode
	Industrialist Nominee	Mr. S. Hariharasudhan Director, Comten Consulting Engineers Private Limited, 740, 3 rd Floor, Trichy Road, Ramanathapuram, Coimbatore - 641045
	Parent Nominee	Mr. P. Arumugam Parent of Mr. A. Arun Kumar III EEE, 2020-24 Batch
7	IQAC Coordinator	Dr. M. S. Senthil Kumar Professor, Department of Mechanical Engineering



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF IQAC MEETING

Ref. No.: BEC/IQAC/Meeting/2022 - 23/03

The **Third IQAC meeting** for the academic year 2022 - 23 is going to conduct on **15.04.2023**, 10.00 AM to 1.00 PM at IQAC. Dr. S. Ramkumar, 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
2. AICTE approval & Anna University Affiliation
3. Research and Development
4. Autonomous Status
5. Training and Placement
6. TNEA registration
7. End Semester Examination
8. Department activities (2023-24)
9. NBA & AQAR status
10. UMIS data
11. Admission 2023 – 2024
12. College Day & Sports Day

The following members were attended the IQAC meeting:

S. No.	Role	Member with Designation
1	Chair Person	Dr. S. Gopalakrishnan Principal
2	Senior Administrative Officers	Mr. S. Viswanathan Deputy Register
		Mr. K. S. Thirunavukkarasu Training Officer
3	Teachers	Dr. K. Sakthivadivel Associate Professor, Department of Mech
		Mr. V. Sasikumar Assistant Professor, Department of Civil
		Ms. V. Manimala, Associate Professor, Department of ECE
		Ms. S. Radhika Assistant Professor, Department of EEE
		Dr. D. Maya Associate Professor, Department of CSE
		Dr. N. Kavitha Professor, Department of MBA
		Ms. T. Sudha Assistant Professor, Department of S&H
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	Parent Nominee	Mr. P. Arumugam Parent of Mr. A. Arun Kumar III EEE, 2020-24 Batch
7	IQAC Coordinator	Dr. M. S. Senthil Kumar Professor, Department of Mechanical Engineering

The following points were discussed:

- Initially, IQAC Coordinator had briefed about the previous minutes. All IQAC members discussed about the MOM. Then IQAC Coordinator explained about the IQAC functioning.
- The IQAC Committee members instructed that all HoDs be prepared with all the necessary documents for AICTE and ANNA University Affiliation inspection for the academic year 2023-24.
- The IQAC Committee members suggested all faculty members to publish at least one journal in SCI / SCOPUS Indexed / Web of Science / UGC. And also recommended to register Ph.D.
- The IQAC Committee members informed to Autonomous coordinators to submit NOC to Anna University and also frame the curriculum for I year UG programmes.
- The IQAC Committee members investigated the results of past placement drives and urged the training and placement coordinators to bring in more esteemed companies for both on-campus and off-campus placements. Furthermore, they directed the coordinators to carefully strategize and implement the Placement Training program to prepare students for the upcoming drives.
- The IQAC committee recommends designating faculty members from each department for TNEA registration assistance through the HOD. Additionally, coordinators should be informed to collect student certificates and facilitate the completion of the TNEA registration process. These measures aim to optimize the efficiency of the registration procedure, ensuring a seamless and well-coordinated process for both faculty members and students.
- The IQAC committee members requested that all faculty members prepare students for the end-semester examinations to achieve positive outcomes.
- The IQAC committee mandated department Heads to compose a concise academic calendar, schedule, and quality initiative program, encompassing essential departmental data and featuring the integration of 30 department activities on an annual basis.

- The IQAC committee insisted that coordinators responsible for NBA Criteria update all requisite documents, while also directing NAAC Criteria coordinators to update documents essential for the Annual Quality Assurance Report (AQAR).
- The IQAC Committee recommended that HoDs consistently follow up with mentors to ensure the prompt completion of UMIS data entry.
- The IQAC Committee members suggested that all staff members should prioritize UG and PG admissions. Faculty members are encouraged to clearly communicate the admission policy to prospective applicants and current students.
- The IQAC Committee members suggested planning and conducting Annual Day, Sports Day, and Hostel Day in a smooth and grand manner.

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 July 2023.


IQAC Coordinator


Principal & Chairman of IQAC

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ACTION TAKEN REPORT

Ref. No.: BEC/IQAC/Meeting/2022 - 23/03

Action taken report on the decisions of the IQAC meeting held on **15.04.2023**. To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken:

S.No	Points discussed	Decisions taken	Responsibility	Target date
1	AICTE approval & Anna University Affiliation	<ul style="list-style-type: none"> Anna University Affiliation team visit has been successfully completed and the committee appreciated the facilities inside the campus HoDs asked to follow up AICTE portal data entry. 	AICTE Coordinators & HODs	Continuous
2	Research and Development – Funding proposals	<ul style="list-style-type: none"> Anna University Affiliation team visit has been successfully completed and the committee appreciated the facilities inside the campus 	All Faculty Members	Continuous

3	<p>Autonomous Status</p> <ul style="list-style-type: none"> Submitted NOC application to Anna University as per the old regulation. Autonomous work completion status is discussed and notices that the document is ready for submission to UGC. Autonomous process coordinators elucidated the curriculum and syllabus framed for 1 year UG programmes. All the HoDs are informed to share their feedback to frame the curriculum based on their department needs. 	<p>Autonomous Coordinators & All HoDs</p>	<p>Continuous</p>
4	<p>Training and Placement</p> <ul style="list-style-type: none"> Discussed for internship to pre-final year students in reputed companies. Discussed the implementation of a pre-assessment test for circuit branches to enhance their programming abilities. Faculty members from each department are identified and deputed for TNEA registration process through HOD. The coordinators are informed to collect the certificates from the student and complete the TNEA registration process 	<p>Training & Placement</p>	<p>Continuous</p>
5	<p>TNEA registration</p>	<p>All Faculty Members</p>	<p>Continuous</p>

6	End Semester Examination	<ul style="list-style-type: none"> II year and III year University Practical examinations are postponed and it will commence from 31.05.23. 	All Faculty Members	Continuous
7	Department activities (2023-24)	<ul style="list-style-type: none"> HoDs are informed to prepare department academic calendar with minimum 30 activities per year. 	All HoDs	End of July
8	NBA & AQAR status	<ul style="list-style-type: none"> NBA review meeting conducted The coordinators of AQAR are instructed to stick with the deadlines for submission of documents. 	All Faculty Members	Continuous
9	UMIS data	<ul style="list-style-type: none"> All HoDs are informed to follow up with mandatory data regularly through mentors to complete UMIS data entry. 	All Faculty Members	Continuous
10	Admission 2023 – 2024	<ul style="list-style-type: none"> Discussed the strategy to be followed by each department to provide a good count of admission. 	All Faculty Members	Continuous
11	College Day & Sports Day	<ul style="list-style-type: none"> Hostel day was celebrated on 22.04.23 College day and sports was celebrated on 29.04.23 	Principal & HoDs	Completed


IQAC Coordinator


Principal & Chairman of IQAC

