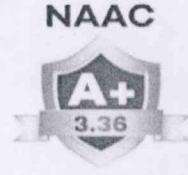




# BUILDERS ENGINEERING COLLEGE

Approved by AICTE, New Delhi | Affiliated to Anna University, Chennai | ISO Certified Institution | Recognized 2(f) status by UGC  
EBET Knowledge Park, Nathakadaiyur, Kangayam, Tirupur - 638 108, Tamil Nadu, India.



## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### CIRCULAR

Ref. No.: BEC/IQAC/Meeting/2023 - 24/01


Date: 10.07.2023

This is to inform that **first IQAC meeting** for the academic year 2023 - 24 is scheduled on **13.07.2023** 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. NBA readiness
2. TNEA Counseling
3. Annual day and sports day bill settlement & AICTE approval & Anna University affiliation
4. Hostel meeting
5. Change in templates – Head Academics
6. Change in circular format.
7. Academic/IQAC formats
8. Establishment of CoE - MACBRO
9. CM Trophy sports meet
10. Campus maintenance
11. Ph.D registration and Supervisor recognition
12. IQAC

  
IQAC Coordinator

  
Principal & Chairman of IQAC

#### Copy to

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

List of IQAC Committee members are as follows:

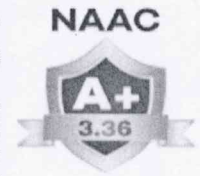
S. No.	Role	Member with Designation
1	Chair Person	Dr. S. Ramkumar Prof & Principal
2	Senior Administrative Officers	Mr. S. Viswanathan Deputy Registrar
		Mr. S. Jaishimma Soft skill trainer, Placement Officer
3	Teachers	Dr. S. Saravanan Prof & Head, EEE
		Mr. S. Ravi Associate Prof & Head, Mech
		Dr. S. Kumar Prof & Head, ECE
		Mr. S. Gobinath Asst. Prof. (Sl.Gr.)
		Dr. K. E. Viswanathan Associate Prof & Head
		Dr. S. Ravisankar Associate Prof & Head
4	Management Representative	Dr. C. Venkatesh Chief Executive Officer/Director
		Mr. D. Parameshvaran Mobile: +91 9597499944 Email ID: varan2988@gmail.com
5	Local society Representative	Mr. K. Krishnan Mobile: +91 6374501727 Email: krishnankrish8119@gmail.com
	Student Representative	Ms. S. Gavyamathy Mobile: +91 9597064929 Email ID: gavyagavi26@gmail.com
	Alumni Representative	Mr. V. V. Kumar Mobile: +91 9943059099
6	Employer Representative	Mr. S. Hariharasudhan Mobile: +91 9788908565 Email ID: hariharasudhan@comtenengineers.com
	Industrialist Representative	Mr. P. Arumugam Mobile +91 9790667328
	Parent Representative	Dr. M. S. Senthil Kumar Mobile +91 8012184454 Email ID: iqac@builderscollege.edu.in
7	IQAC Coordinator	



# BUILDERS

## ENGINEERING COLLEGE

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### INTERNAL QUALITY ASSURANCE CELL (IQAC)

### MINUTES OF IQAC MEETING

Ref. No.: BEC/IQAC/Meeting/2023 - 24/01

The **first IQAC meeting** for the academic year 2023 - 24 is going to conduct on **13.07.2023**, 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, and Department of Mechanical Engineering.

#### Agenda for discussion:

1. NBA readiness
2. TNEA Counseling
3. Annual day and sports day bill settlement & AICTE approval & Anna University affiliation
4. Hostel meeting
5. Change in templates – Head Academics
6. Change in circular format.
7. Academic/IQAC formats
8. Establishment of CoE - MACBRO
9. CM Trophy sports meet
10. Campus maintenance
11. Ph.D registration and Supervisor recognition
12. IQAC

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

S. No.	Role	Member with Designation
1	Chair Person	Dr. S. Ramkumar Prof & Principal
2	Senior Administrative Officers	Mr. S. Viswanathan Deputy Registrar
		Mr. S. Jaishimma Soft skill trainer, Placement Officer
3	Teachers	Dr. S. Saravanan Prof & Head, EEE
		Mr. S. Ravi Associate Prof & Head, Mech
		Dr. S. Kumar Prof & Head, ECE
		Mr. S. Gobinath Asst. Prof. (Sl.Gr.)
		Dr. K. E. Viswanathan Associate Prof & Head
		Dr. S. Ravisankar Associate Prof & Head
4	Management Representative	Dr. C. Venkatesh Chief Executive Officer/Director
		Dr. C. Karthikeyan Prof & Head, S&H
5	Local society Representative	Mr. D. Parameshvaran Mobile: +91 9597499944 Email ID: varan2988@gmail.com
	Student Representative	Mr. K. Krishnan Mobile: +91 6374501727 Email: krishnankrish8119@gmail.com
	Alumni Representative	Ms. S. Gavyamathy Mobile: +91 9597064929 Email ID: gavyagavi26@gmail.com
6	Employer Representative	Mr. V. V. Kumar Mobile: +91 9943059099
	Industrialist Representative	Mr. S. Hariharasudhan Mobile: +91 9788908565 Email ID: hariharasudhan@comtenengineers.com
	Parent Representative	Mr. P. Arumugam Mobile +91 9790667328
7	IQAC Coordinator	Dr. M. S. Senthil Kumar Mobile +91 8012184454 Email ID: iqac@builderscollege.edu.in

**The following points were discussed:**

1. 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
2. All the department criteria coordinators of NBA are asking to be ready review meeting which is scheduled on third week May 2024
3. The Coordinators are informed to collect the certificates from the students and complete the TNEA registration process. It is decided to get AICTE approval and Anna University affiliation for new existing courses
4. All the department program coordinators including conveyers are asked to settle the annual and sports day bills immediately
5. The meeting was scheduled for both boys and girls hostel students to discuss above the discipline, study hours, Academic performance and fees payment.
6. Head academics regarding new templates for result analysis and consolidated reports of AU and Internal test results.
7. Addressed the new format for circular, hereafter all the circulars will be released from principal office only.
8. All the staff members are encouraged to show their involvement in academic and additional responsibilities.
9. MACBRO lab establishment works are under progress and the requirements for MACBRO lab are discussed.
10. It is planned to send the students to participate in the CM trophy sports meet.
11. It is insisted to keep the campus clean and should not break the switch boards and other belongingness of the institution.
12. All the faculties those who are not register for PhD are ask to register the same within the end date and at the same time the faculties who are having PhD must apply for supervisor recognition immediately.
13. 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 2023.

*W. Johny*  
15/7/23

**IQAC Coordinator**

**Principal & Chairman of IQAC**

Copy to

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3. All HODs
4. IQAC - Members & File



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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**ACTION TAKEN REPORT**

Ref. No.: BEC/IQAC/Meeting/2023 - 24/01

Action taken report on the decisions of the IQAC meeting held on 13.07.2023. 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	NBA readiness	<ul style="list-style-type: none"><li>NBA work progress status discussed, expert team review meeting is scheduled during third week of May.</li></ul>	All faculty members	Continuous
2	TNEA registration	<ul style="list-style-type: none"><li>Faculty members from each department are identified and deputed for TNEA registration process through HoD.</li><li>The Coordinators are informed to collect the certificates from the students and complete the TNEA registration process.</li><li>Annual day and sports day bill settlement completed.</li></ul>	Admission Coordinators	31.07.2023
3	Annual day and sports day bill settlement & AICTE approval & Anna University affiliation	<ul style="list-style-type: none"><li>Principal appreciated Dr.S. Ravi Kumar, HoD/MBA for his efforts towards the completion of settlement.</li><li>Anna University affiliation team visit has been successfully completed and the committee appreciated the facilities inside the campus.</li></ul>	All Faculty members	Continuous

4	Hostel meeting	<ul style="list-style-type: none"> <li>A short meeting is conducted with the student representatives from both boys and girls' hostels.</li> <li>Hostel menu has been revised under the review of warden and student representatives</li> </ul>	HoDs	
5	Change in templates – Head Academics	<ul style="list-style-type: none"> <li>Discussed with Head academics regarding new templates for result analysis and consolidated reports of AU and Internal test results.</li> <li>A SOP will given for exam related activities.</li> </ul>	All Faculty members	Continuous
6	Change in circular format.	<ul style="list-style-type: none"> <li>Addressed the new format for circular, hereafter all the circulars will be released from principal office only.</li> </ul>	HoDs	Continuous
7	Academic/IQAC formats	<ul style="list-style-type: none"> <li>All the staff members are encouraged to show their involvement in academic and additional responsibilities</li> <li>In performance appraisal 25% weighted will be given to additional responsibilities and related outcomes.</li> </ul>	HoDs	Continuous
11	Established of COE- MACBRO	<ul style="list-style-type: none"> <li>MACBRO lab establishment works are under progress and the requirements for MACBRO lab are discussed.</li> </ul>	Coordinators	Continuous
12	CM Trophy sports meet	<ul style="list-style-type: none"> <li>This Year a greater number of students has been participate in the CM trophy sports meet.</li> </ul>	PED	Continuous
13	Campus maintenance	<ul style="list-style-type: none"> <li>WDC Coordinators should be aware of the facilities arranged for the girls' students &amp; ladies staff members, and they informed to follow up with the usage of the facilities available for them.</li> <li>Campus maintenance grievances should be monitored regularly and the in-charge should resolve the issues at the earliest.</li> </ul>	Coordinators	Continuous



14	Ph.D registration and Supervisor recognition	<ul style="list-style-type: none"> <li>It's commendable that the institution is taking proactive steps to encourage faculty members to pursue Ph.D. and obtain supervisor recognition.</li> </ul>	All faculty members	July 24 <sup>th</sup>
15	IQAC	<ul style="list-style-type: none"> <li>Work Completion status of NBA has been discussed. Faculty team has been informed to prepare AQAR data every year for easy completion of work.</li> </ul>	In-charges	Continuous

*Wskm*  
15/7/23  
IQAC Coordinator

*15/07/23*  
Principal & Chairman of IQAC