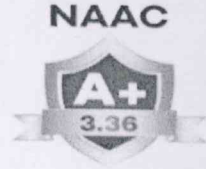




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INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

Ref. No.: BEC/IQAC/Meeting/2023 - 24/02

Date: 14.11.2023

This is to inform that **second IQAC meeting** for the academic year 2023 - 24 is scheduled on **17.11.2023** 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. Academic audit for the AY: 2023 – 24 (Odd Semester) & AAA audit completion status
2. Review of autonomous process work
3. Faculty patent initiatives
4. First year Inauguration - SPROUT'23
5. Faculty contribution towards publications, patents and proposals
6. Proposals to funding agency-- ATAL/ICSS
7. Faculty performance appraisal
8. NBA - SAR Documents Preparation Status& NBA Review meeting
9. Staff Club
10. Graduation Day Feedback


IQAC Coordinator 14.11.23


Principal & Chairman of IQAC 14.11.2023

Copy to

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

List of IQAC Committee members are as follows:

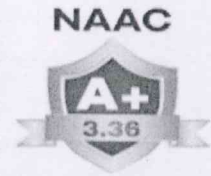
S. No.	Role	Member with Designation
1	Chair Person	Dr. S. Ramkumar Prof & Principal
2	Senior Administrative Officers	Mr. S. Viswanathan Deputy Registrar
		Mr. S. Jaishimma Soft skill trainer, Placement Officer
3	Teachers	Dr. S. Saravanan Prof & Head, EEE
		Mr. S. Ravi Associate Prof & Head, Mech
		Dr. 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	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



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF IQAC MEETING

Ref. No.: BEC/IQAC/Meeting/2023 - 24/02

The **second IQAC meeting** for the academic year 2023 - 24 is going to conduct on **17.11.2023**, 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. Academic audit for the AY: 2023 – 24 (Odd Semester) & AAA audit completion status
2. Review of autonomous process work
3. Faculty patent initiatives
4. First year Inauguration - SPROUT'23
5. Faculty contribution towards publications, patents and proposals
6. Proposals to funding agency– ATAL/ICSS
7. Faculty performance appraisal
8. NBA - SAR Documents Preparation Status& NBA Review meeting
9. Staff Club
10. Graduation Day Feedback

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
		Dr. C. Karthikeyan Prof & Head, S&H
4	Management Representative	Dr. C. Venkatesh Chief Executive Officer/Director
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:

- 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
- All the departments members are asked to ready for the academic audit for the year 2023-2024 (odd semester). The completion status for AAA audit gathered from all the departments.
- The coordinator of all the departments given the autonomous process status.
- It is discussed to do more mini projects and encouraged patent.
- It is plan to conduct the event SPROUT'23. For SPROUT'23 the preparation work will be done on time.
- All the faculty members are aske to contribute towards their publications, patents and proposals for the upcoming years.
- Informed the faculty team that when choosing proposal titles, they should focus on application perspectives and align them with emerging trends.
- It is announced that, starting from the next year, salary increments for staff members will be determined solely based on performance appraisal.
- Detailed criteria -wise data requirements were discussed. Prior to the visit, it was suggested to hold internal meetings to verify the documents.
- It is informed that, the Staff Club has organized a Diwali celebration event, and all staff members will receive a gift.
- External hall duty has been shared evenly among the faculty members in the department.
- Appreciated the faculty team for their seamless coordination and outstanding work in organizing the graduation day celebration.
- 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.

W. S. Kumar
18.11.23
IQAC Coordinator

Dr. J. K. S.
18.11.2023
Principal & Chairman of IQAC

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

Ref. No.: BEC/IQAC/Meeting/2023 - 24/02

Action taken report on the decisions of the IQAC meeting held on **17.11.2023**. 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	Academic audit for the AY: 2023 – 24 (Odd Semester) & AAA Audit Completion Status	<ul style="list-style-type: none">Academic Audit is scheduled to be conducted on 05.08.2023, all the department academic coordinator is asked to verify the relevant files and submit the required reports.AAA Coordinator should submit the consolidated report to the Principal through the head academics.As per the schedule AAA audit conducted on 05.08.2023 and the report has been submitted.Informed the faculty team to complete the files within the stipulated time limit.Department wise criteria work progress was discussed	Coordinator	05.08.2023
2	Review of autonomous process work	<ul style="list-style-type: none">Department placement record should be prepared with supporting documents as ID card and appointment order.		

3	Faculty patent initiatives	<ul style="list-style-type: none"> • Informed the HoDs to form a department – wise student groups to collaboratively work on mini projects. The team size can be determined by the Head of the Department based on the availability of projects and the optimal team dynamics. • Regular follow-ups and reviews by both the Head of the Department and faculty mentors will ensure the projects stay on track, maintain quality standards, and benefit from expert guidance. • A brief discussion about the current status of the SPROUT'23 event arrangements. This likely included an overview of what has been planned and what still needs to be done. • Each committee head provided an update on the progress of their respective committees. • During the meeting, suggestions were given to all the committees to ensure the smooth conduct of the event. • It was suggested to provide a live telecast of the first-year inauguration event. • Sharing the event link with a broader audience can help increase the reach and engagement of the event. • All faculty members were informed to work meticulously to ensure the smooth conduct of the event. • Reviewed the status of hostel room availability for I year students. 	HoDs/Incharges	Continuous
4	First year Inauguration - SPROUT'23	<ul style="list-style-type: none"> • R&D overall coordinator briefed the department wise proposals/publications & patents applied so for details to the team. • A scanned copy of publication details shall be shared to the faculty group as a motivation. • Informed the HoDs to form a committee to register students' mini projects and projects as a patent. 	HoDs & Coordinators	Continuous
5	Faculty contribution towards publications, patents and proposals	<ul style="list-style-type: none"> • R&D overall coordinator briefed the department wise proposals/publications & patents applied so for details to the team. • A scanned copy of publication details shall be shared to the faculty group as a motivation. • Informed the HoDs to form a committee to register students' mini projects and projects as a patent. 	All Faculty members	Continuous

6	Proposals to funding agency- ATAL/ICSS	<ul style="list-style-type: none"> • Congratulated the Head of the Department of Mechanical Engineering for the selection of their FDP proposal under the ATAL program. • Informed the faculty team that when choosing proposal titles, they should focus on application perspectives and align them with emerging trends. • Instructed the Heads of Departments (HoDs) to motivate their respective faculty teams to submit a greater number of proposals. 	HoDs	Continuous
7	Faculty performance appraisal	<ul style="list-style-type: none"> • It is announced that, starting from the next year, salary increments for staff members will be determined solely based on performance appraisal. Additionally, the performance appraisal process will be carried out by an external agency, indicating that an independent organization will assess and analyze the performance of the staff members. 	All Faculty members	Continuous
8	NBA SAR documents preparation status & NBA review meeting	<ul style="list-style-type: none"> • The second review by the NBA is scheduled to take place on 21.10.2023. The Assaan team will be visiting our institution on 26.10.2023 to audit the NBA documentation. • Additionally, the Assaan team will conduct visits during the month of November on the following dates: 2.11.2023, 9.11.2023 and 16.11.2023. • Detailed criteria-wise data requirements were discussed. • The scheduled visit by the expert for the NBA documentation review has been rescheduled to 21.11.2023. • Prior to the visit, it was suggested to hold internal meetings to verify the documents. 	HoDs/Incharges	Continuous
9	Staff Club event	<ul style="list-style-type: none"> • It is informed that, the Staff Club has organized a Diwali celebration event, and all staff members will receive a gift. The event is scheduled on 10.11.2023 at 3:00 p.m. in the DC Auditorium. 	All Faculty members	Continuous

10	Graduation Day Feedback	<ul style="list-style-type: none"> Appreciated the faculty team for their seamless coordination and outstanding work in organizing the graduation day celebration. 	Incharges	Continuous
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MSM
18.11.2023
IQAC Coordinator

Sheela
18.11.2023
Principal & Chairman of IQAC