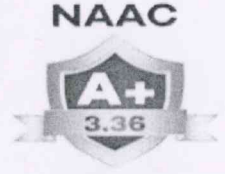




# BUILDERS ENGINEERING COLLEGE

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



## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### CIRCULAR

Ref. No.: BEC/IQAC/Meeting/2023 - 24/03

Date: 15.04.2024

This is to inform that **Third IQAC meeting** for the academic year 2023 - 24 is scheduled on **18.04.2024** 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. Induction Program for UG First year
2. NAAC Visit Feedback
3. Slow learners- Action
4. NBA - SAR submission & NBA Pre – Qualifier status
5. Conducting value added course
6. Experiential learning – Industry visit
7. NPTEL Examination
8. Parents meeting
9. Admission, Scholarship Examination for upcoming first year students
10. EDC & IIC Status
11. Internship, Project

*NSH*  
12.4.24  
IQAC Coordinator

*gka*  
12.04.2024  
Principal & Chairman of IQAC

#### Copy to

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

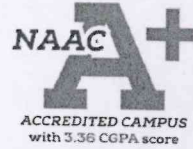
**List of IQAC Committee members are as follows:**

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	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 - 24/03

The **Third IQAC meeting** for the academic year 2023 - 24 is going to conduct on **18.04.2024**, 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. Induction Program for UG First year
2. NAAC Visit Feedback
3. Slow learners- Action
4. NBA - SAR submission & NBA Pre – Qualifier status
5. Conducting value added course
6. Experiential learning – Industry visit
7. NPTEL Examination
8. Parents meeting
9. Admission, Scholarship Examination for upcoming first year students
10. EDC & IIC Status
11. Internship, Project

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
		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
6	Alumni Representative	Mr. V. V. Kumar Mobile: +91 9943059099
	Employer Representative	Mr. S. Hariharasudhan Mobile: +91 9788908565 Email ID: hariharasudhan@comtenengineers.com
	Industrialist Representative	Mr. P. Arumugam Mobile +91 9790667328
7	Parent Representative	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. For the upcoming UG first year students the induction program schedule is made and preparatory work is to be done on time.
3. The feedback of NAAC visit team is discussed for the improvement of academics.
4. SAR submission shall be carried out in the last week of January 2023. All Department Heads are requested to prepare the necessary documents. Department Heads are informed to submit the necessary documents.
5. All the department members are asked to plan for the special coaching class schedule.
6. It is discussed to plan well in advance for add on courses and company visit for UG -II, III- and IV-year students during the vacation.
7. All Department Heads are asked to inform the students and Faculty members to register for NPTEL course.
8. Department Head(S&H) is asked to submit parents meeting feedback report to Principal.
9. Totally 522 Students have attended KGI Tech Sat 2023 Scholarship Examination.
10. EDC & IIC coordinator is asked to update the status to the Principal and CEO.
11. Department Heads are asked to instruct the Internship students to give presentation in the class regarding their Internship training.
12. Necessary data shall be submitted for student's internship and their project work and also discussed about the faculties course file status.
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 2021.

*Wshur* 23.4.24  
IQAC Coordinator

*Jee* 23.04.2024  
Principal & Chairman of IQAC

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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**ACTION TAKEN REPORT**

**Ref. No.: BEC/IQAC/Meeting/2023 - 24/03**

Action taken report on the decisions of the IQAC meeting held on **18.04.2023**. 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	Induction Program for UG First year	<ul style="list-style-type: none"> <li>Decided to conduct one-week Induction program for UG First year Students.</li> </ul>	Dr.C.Karthikeyan, HoD/S&H	Continuous
2	NAAC Visit Feedback	<ul style="list-style-type: none"> <li>Feedback received from NAAC Peer Team Visit is discussed.</li> </ul>	IQAC Coordinator	Completed
3	Special coaching class schedule	<ul style="list-style-type: none"> <li>All Department Heads are asked to submit the schedule for II-year special coaching class on or before 15.12.2022 (Thursday).</li> </ul>	All HoDs	15.12.2022
4	NBA - SAR submission & NBA Pre-qualifier status	<ul style="list-style-type: none"> <li>SAR submission shall be carried out in the last week of January 2023. All Department Heads are requested to prepare the necessary documents.</li> <li>Data uploading is under process.</li> <li>Department Heads are informed to submit the necessary documents on or before 30.12.2022.</li> </ul>	Principal, IQAC & All HoDs	Continuous

5	Conducting value added course	<ul style="list-style-type: none"> <li>All Department Heads are requested to schedule Add-on Courses for II-year students.</li> </ul>	All HoDs	Continuous
6	Experiential learning – Industry visit	<ul style="list-style-type: none"> <li>Company Visit for III- and IV-year Students. The same shall be submitted to the Principal office on or before 20.12.2022.</li> </ul>		
7	NPTEL Examination	<ul style="list-style-type: none"> <li>All Department Heads are asked to inform the students and Faculty members to register for NPTEL course. Registration ends on 31.01.2023.</li> </ul>	Dr.S.Saravanan HoD/EEE	31.01.2023
8	Parents meeting	<ul style="list-style-type: none"> <li>Department Head(S&amp;H) is asked to submit parents meeting feedback report to Principal.</li> </ul>	HoD/S&H	Continuous
9	Admission, Scholarship Examination for upcoming first year students	<ul style="list-style-type: none"> <li>Totally 522 Students have attended KGI TechSat 2023 Scholarship Examination.</li> </ul>	Mr.R.Sivashankar, AP/CSE	Continuous
10	EDC & IIC status	<ul style="list-style-type: none"> <li>EDC &amp; IIC coordinator is asked to update the status to the Principal and CEO.</li> </ul>	Dr.S.Ravishankar, HoD/MBA	Continuous
11	Internship, Project and Course file status	<ul style="list-style-type: none"> <li>Department Heads are asked to instruct the Internship students to give presentation in the class regarding their Internship training</li> <li>Department Heads are informed to submit Project details to the Principal on or before 09.02.2023.</li> <li>Faculty members are informed to update Course file for Even Semester 2022-2023</li> </ul>	All HoDs & All Faculty Members	Continuous 09.02.2023

  
IQAC Coordinator

  
Principal & Chairman of IQAC