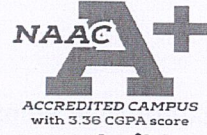




# BUILDERS ENGINEERING COLLEGE

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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### CIRCULAR


Ref. No.: BEC/IQAC/Meeting/2024 - 25/01

Date: 02.08.2024

This is to inform that **first IQAC meeting** for the academic year 2024 - 25 is scheduled on **05.08.2024** 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. BOS Meeting
2. Value added course status
3. Academic Audit
4. Sustainable development goals implementation
5. Tentative schedule of standing committee academic council meeting, governing body's finance committee
6. MOU with Sri software solutions, Coimbatore -New ERP software implementation for BEC
7. College working hours
8. Ph.D. Registration
9. ERP software
10. Revised budget for annual year (2024-2025) – SOP
11. Department wise details of classroom, laboratory, faculty cabin and additional spaces if any
12. New academic portfolio

  
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	Designation
1	Chair Person	Dr. S. Ramkumar	Principal
2	Senior Administrative Officers	Mr. S. Viswanathan	Deputy Register
		Dr.P. Thangaraj	Director – RIC & Prof CSE
3	Teachers	Dr. S. Selvi	Associate Prof. & Head Dept. of AI&DS
		Dr. K. E. Viswanathan	Associate Prof. & Head Dept. of CIVIL
		Dr. S. D. Prabu Ragavendiran	Prof. & Head Dept. of CSE
		Mr. S. D. Vijayakumar	Associate Prof. & Head Dept. of ECE
		Dr. P. Nammalvar	Associate Prof. & Head Dept. of EEE
		Dr. P. Somasundaram	Prof. & Head Dept. of MECH
		Dr. L. Sampathkumar	Associate Prof. & Head Dept. of S & H
4	Management Representative	Dr. C. Venkatesh	Chief Executive Officer Kangeyam Group of Institutions
5	Local society Representative	Mr. D. Parameshvaran Mobile: +91 9597499944 Email ID: varan2988@gmail.com	Chief Manager – 1 ICICI Bank, Coimbatore
	Student Representative	Mr. K. Krishnan Mobile: +91 6374501727 Email: krishnankrish8119@gmail.com	Final Year CSE 2021-25 Batch
	Alumni Representative	Ms. S. Gavyamathy Mobile: +91 9597064929 Email ID: gavyagavi26@gmail.com	MBA 2018 – 2020 Batch
6	Employer Representative	Mr. V. V. Kumar Mobile: +91 9943059099	HR Manager GMS Elegant Builders Pvt. Ltd, Erode
	Industrialist Representative	Mr. S. Hariharasudhan Mobile: +91 9788908565 Email ID:	Director Comten Consulting Engineers Private

		hariharasudhan@comtenengineers.com	Limited, 740, 3 <sup>rd</sup> Floor, Trichy Road, Ramanathapuram, Coimbatore - 641045
	Parent Representative	Mr. P. Arumugam Mobile +91 9790667328	Parent of Mr. A. Arun Kumar IV EEE 2020-24 Batch
7	IQAC Coordinator	Dr. M. S. Senthil Kumar Mobile +91 8012184454 Email ID: iqac@builderscollege.edu.in	Professor Department of Mechanical Engineering





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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### MINUTES OF IQAC MEETING

Ref. No.: BEC/IQAC/Meeting/2024 - 25/01

The **first IQAC meeting** for the academic year 2024 - 25 is going to conduct on **05.08.2024**, 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, and Department of Mechanical Eng.

#### Agenda for discussion:

1. BOS Meeting
2. Value added course status
3. Academic Audit
4. Sustainable development goals implementation
5. Tentative schedule of standing committee academic council meeting, governing body's finance committee
6. MOU with Sri software solutions, Coimbatore -New ERP software implementation for BEC
7. College working hours
8. Ph.D. Registration
9. ERP software
10. Revised budget for annual year (2024-2025) – SOP
11. Department wise details of classroom, laboratory, faculty cabin and additional spaces if any
12. New academic portfolio



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

<b>S. No.</b>	<b>Role</b>	<b>Member</b>	<b>Designation</b>
1	Chair Person	Dr. S. Ramkumar	Principal
2	Senior Administrative Officers	Mr. S. Viswanathan	Deputy Register
		Dr.P. Thangaraj	Director – RIC & Prof CSE
3	Teachers	Dr. S. Selvi	Associate Prof. & Head Dept. of AI&DS
		Dr. K. E. Viswanathan	Associate Prof. & Head Dept. of CIVIL
		Dr. S. D. Prabu Ragavendiran	Prof. & Head Dept. of CSE
		Mr. S. D. Vijayakumar	Associate Prof. & Head Dept. of ECE
		Dr. P. Nammalvar	Associate Prof. & Head Dept. of EEE
		Dr. P. Somasundaram	Prof. & Head Dept. of MECH
		Dr. L. Sampathkumar	Associate Prof. & Head Dept. of S & H
		Dr. V. Paramasivam	Prof. & Head Dept. of MBA
4	Management Representative	Dr. C. Venkatesh	Chief Executive Officer Kangayam Group of Institutions
5	Local society Representative	Mr. D. Parameshvaran Mobile: +91 9597499944 Email ID: varan2988@gmail.com	Chief Manager – 1 ICICI Bank, Coimbatore
	Student Representative	Mr. K. Krishnan Mobile: +91 6374501727 Email: krishnankrish8119@gmail.com	Final Year CSE 2021-25 Batch
	Alumni Representative	Ms. S. Gavyamathy Mobile: +91 9597064929 Email ID: gavyagavi26@gmail.com	MBA 2018 – 2020 Batch
6	Employer Representative	Mr. V. V. Kumar Mobile: +91 9943059099	HR Manager GMS Elegant Builders Pvt. Ltd, Erode
	Industrialist Representative	Mr. S. Hariharasudhan Mobile: +91 9788908565 Email ID: hariharasudhan@comtenengineers.com	Director Comten Consulting Engineers Private Limited, 740, 3 <sup>rd</sup> Floor, Trichy

			Road, Ramanathapuram, Coimbatore - 641045
	Parent Representative	Mr. P. Arumugam Mobile +91 9790667328	Parent of Mr. A. Arun Kumar IV EEE 2020-24 Batch
7	IQAC Coordinator	Dr. M. S. Senthil Kumar Mobile +91 8012184454 Email ID: iqac@builderscollege.edu.in	Professor Department of Mechanical Engineering

**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 status of autonomous curriculum and syllabus framing were discussed. The heads of department updated the agenda for the BOS meetings and completed the list of BOS members for their departments.
- Informed the HoDs to plan for value added courses for the students during vacation.
- Course file and department files audit is schedule and auditors are informed to complete the audit as per the schedule and submit to the IQAC through AAA coordinator.
- Our institution has distributed information about the execution of the 17 sustainable department goals by mail, including circulars and Google sheets.
- Tentative dates for the meetings for the different autonomous committees were stated. It's recommended that the HoDs convene a meeting and complete the autonomous process.
- It is suggested that ERP software will be purchased from Sri Software solutions, Coimbatore by the month of July, in accordance with the committee member's recommendations.
- This year, lunch and break times will be slightly altered to prevent crowding in the cafeteria and hostel mess area.
- It is required that all faculty members to complete the Ph.D. registration process by December 2024. In a similar vein, Ph.D. holders have to obtain supervisor recognition prior to December 2024.
- Details and data to be updated regarding ERP software were presented. It's informed that, within 5 minutes of the start of the daily class hour, attendance must be entered into the ERP program. Academic events will be entered into a separate module of the software.
- The HoDs will get the revised budget for the academic year 2024-2025, and they will be instructed to adjust their budget to reflect the revised amount. The HoDs have received an explanation of the system of operating procedure for budget usage for the academic year 2024-2025. The main office will be sharing the formats that need to be followed for the aforementioned. Only approved budget is subject to these rules, for other budgets, the usual operating procedure must be followed.

- HoDs are required to provide a detail report of their departments fixed assets (classroom, laboratories, faculty rooms, special labs, furniture etc.) maintenance purposes. This report will help to determine the manpower needed for maintenance activities.
- The updated academic portfolio is circulated, and nominated coordinators have been notified to carry out their responsibilities efficiently.
- 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 2024.

  
IQAC Coordinator 8.8.24

  
Principal & Chairman of IQAC

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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**ACTION TAKEN REPORT**

**Ref. No.: BEC/IQAC/Meeting/2024 - 25/01**

Action taken report on the decisions of the IQAC meeting held on **05.08.2024**. 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	BOS Meeting	The progress on curriculum and syllabus development was reviewed, with discussions focusing on the department's autonomy in the process. The heads of department updated the agenda for the upcoming Board of Studies (BOS) meetings and finalized the list of BOS members for their respective departments	Heads of Departments (HoDs)	12.08.2024
2	Value added course status	The Heads of Departments (HoDs) have been advised to organize value-added courses for students during the vacation period.	Heads of Departments (HoDs)	30.08.2024
3	Academic Audit	The audit for course files and department files has been scheduled, and the auditors have been notified to complete the audit according to the timeline. The audit reports are to be submitted to the IQAC through the AAA coordinator	AAA Coordinator	20.08.2024
4	Sustainable development goals implementation	Our institution has distributed information about the execution of the 17 sustainable department goals by mail, including circulars and Google sheets.	All Faculty Members	16.08.2024

5	Tentative schedule of standing committee academic governing body's meeting, governing body's finance committee	Provisional dates for the meetings of the various autonomous committees were announced. It is recommended that the Heads of Department (HoDs) hold meetings and finalize the autonomous process.	Heads of Departments (HoDs)	26.08.2024
6	MOU with Sri software solutions, Coimbatore -New ERP software implementation for BEC	It is suggested that ERP software will be purchased from Sri software solutions, Coimbatore by the month of July, in accordance with the committee member's recommendations.	ERP Implementation Team	30.08.2024
7	College working hours	This year, lunch and break schedules will be adjusted slightly to reduce crowding in the cafeteria and hostel dining areas.	Administrative Office	09.08.2024
8	Ph.D. Registration	It is required that all faculty members to complete the Ph.D. registration process by December 2024. In a similar vein, Ph.D. holders have to obtain supervisor recognition prior to December 2024.	All Faculty Members	30.12.2024
9	ERP software	Details and data to be updated regarding ERP software were presented. It's informed that, within 5 minutes of the start of the daily class hour, attendance must be entered into the ERP program. Academic events will be entered into a separate module of the software.	ERP Coordinator and Faculty Members	12.08.2024

10	Revised budget for annual year (2024-2025) – SOP	The HoDs have received an explanation of the system of operating procedure for budget usage for the academic year 2024-2025. The main office will be sharing the formats that need to be followed for the aforementioned. Only approved budget is subject to these rules, for other budgets, the usual operating procedure must be followed.	Finance Committee	20.08.2024
11	Department wise details of classroom, laboratory, faculty cabin and additional spaces if any	Heads of Departments (HoDs) are required to submit a detailed report on the fixed assets of their departments, including classrooms, laboratories, faculty offices, special labs, furniture, and more, for maintenance purposes. This report will be used to assess the manpower needed for maintenance tasks.	Heads of Departments (HoDs)	19.08.2024
12	New academic portfolio	The revised academic portfolio has been distributed, and the designated coordinators have been informed to execute their duties efficiently.	Academic Portfolio Coordinators	15.08.2024

  
**IQAC Coordinator**

  
**Principal & Chairman of IQAC**

