



INTERNAL QUALITY ASSURANCE CELL

IFETCE/IQAC/2022-23/Meeting-01

Date: 17.06.2022

CIRCULAR

Subject: Scheduling of IQAC meeting on Quality Initiatives and ensure continuous improvement.

Respected Members,

This is to inform that an IQAC meeting has been planned to emphasize quality initiatives. Your involvement and presence are essential to these efforts being carried out successfully.

Details of the Meeting:

Date: 02.07.2022

Time: 10.00 AM

Venue: IQAC

The agenda for the meeting is given below:

1. Welcome and Opening Remarks
2. Review of Action taken Report
3. Aligning quality initiatives with institution vision and mission statement
4. Faculty Development Programs for Teaching – Learning Enhancement
5. Develop effective counseling programs for students
6. Career development and placement classes
7. Promoting Research and Innovation
8. AQAR Report submission for the academic year 2021-22
9. Bridge course for first year students

IQAC Coordinators

To:

All Members/IQAC

Principal 17/6/2022

Dr. G. MAHENDRAN, B.E., M.Tech., Ph.D.
PRINCIPAL
IFET College of Engineering
(An Autonomous Institution)
IFET Nagar, GANGARAMPALAYAM
Villupuram District - 605 108

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Minutes of the IQAC meeting held on 02.07.2022

Topic of the meeting: IQAC meeting	Meeting No: 1
Meeting date & Time: 02-07-2022 @ 10.00 AM Venue: IQAC	Host name with designation: Dr. S. Matilda, Dean (Academics)/IQAC Director
Previous meeting Follow-up: -	
Minutes (2nd July 2022)	
<ol style="list-style-type: none"> 1. Welcome and Opening Remarks IQAC Director welcomed the members and outlines the agenda of the meeting. 2. Review of Action Taken Report Discussed and resolved the progress on action items from the previous meeting. <ul style="list-style-type: none"> ❖ Introduction of interactive teaching tool and methodologies. ❖ Update and redesign of curriculum to align with industry standards and feedback. ❖ Assignment of responsibilities and deadlines. 3. Aligning quality initiatives with institution vision and mission statement <ul style="list-style-type: none"> ✓ Resolved to align curriculum and teaching learning processes with the institution's mission to provide quality education and meet industry and societal needs. ✓ Resolved to promote innovative research and development activities. ✓ Resolved to inculcate ethical values and leadership qualities in students. 4. Faculty Development Programs for Teaching – Learning Enhancement <ul style="list-style-type: none"> ✓ Resolved to use effective technology in the classroom, including tools like Moodle, Google Classroom, Padlet. ✓ Resolved to use learning management systems (LMS), online resources, and digital tools to enhance teaching learning process. 5. Develop effective counseling programs for students <ul style="list-style-type: none"> ✓ Resolved to support students in developing life skills, managing academic workloads and issues through one-on one session during counseling period. ✓ Collect feedback from students and counselors to continuously improve the mentoring system. 	

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6. Career development and placement classes

- ✓ Resolved to design Career development classes to equip students with the skills, knowledge, necessary for successful career planning and job search.
- ✓ Resolved to practice interviews. Group discussions and aptitude tests to build confidence and competence for III year and IV year students.
- ✓ Resolved to schedule sessions focusing on specific placement preparation topics for III year and IV year students.

7. Promoting Research and Innovation

- ✓ Resolved to organize conferences, workshops, and networking events to connect researchers, innovators, and stakeholders, facilitating the exchange of ideas and collaboration opportunities.
- ✓ Resolved to emphasize the need for research and development activities that align with the Institution's mission of fostering innovation and creating solutions for societal challenges.
- ✓ Resolved to encourage faculty to convert student projects for product development and innovation.

8. AQAR Report submission

- ✓ Resolved to review internally and relevant committee to ensure all the criteria adherence to NAAC guidelines.

9. Bridge course for First year students

- ✓ Resolved to introduce basic programming skills for all the students irrespective of the department.
- ✓ Resolved to develop interpersonal skills for academic and professional success.
- ✓ Resolved to familiarize first year students with college environment.
- ✓ Resolved to foster holistic development by integrating ethical and moral education with academic curriculum through UHV course.

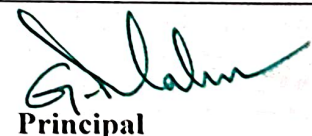
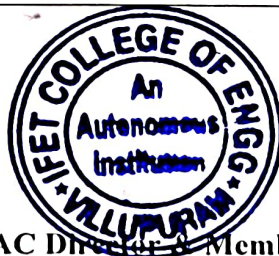
Meeting concluded at 11.30AM with a vote of thanks by IQAC Coordinator.



IQAC Coordinators

Copy to:

IQAC Chairperson/Principal, IQAC Director & Members



Principal

Dr. G. MAHENDRAN, B.E., M.Tech., Ph.D.
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IFETCE/IQAC/2022-23/Meeting-01

Date: 02.07.2022

Meeting Participants

S.No.	Designation	Name of the Members	Department	Signature
1.	Chairperson	Dr. G. Mahendran	Head of the Institution	
2.	Coordinator	Dr. I. Shiamala	AP/S&H	
3.	Co-Coordinator	Mr. N. Sethuraman	ASP/MECH	
4.	Documentation Advisor	Mr. K. R. Sukumar	SAP/MECH	
5.	Management Representative	Dr. R. Sindhu	Trustee	
6.	Senior Administrative Officers	Dr. P. Pugazhendiran	Professor/EEE	
7.	Head Placement	Mr. S. Viswanathan	ASP/MBA	
8.	Head Research	Dr. A. Vaithiyanathan	ASP/S&H	
9.	Student Representative	Ms. Vishnupriya	III (ECE)	
10.	Alumni Secretary	Mrs. K. Bhuvaneshwari	ASP/ECE	
11.	Employer Representative	Mr. Muthuswamy	Research Head, Appasamy Associates	
12.	Industry Representative	Mr. Umesh R Shoney	Executive Director, Pure Components Private Limited, Puducherry	- AB -
13.	Stakeholder Representative	Dr. S. Ravi	ASP/CSE, Puducherry Technological University	
14.	Director IQAC	Dr. S. Matilda	Vice Principal & Dean Academics	

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