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College of Engineering
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INTERNAL QUALITY ASSURANCE CELL

IFETCE/IQAC/2023-24/Meeting-01   Date: 03.07.2023

CIRCULAR

Subject: Implementation of Key Quality Initiatives for Academic Excellence and Continuous Improvement.

Respected Members,

An IQAC meeting has been scheduled to discuss important quality initiatives. Your involvement is essential to ensure their effective realization.

Details of the Meeting:

Date: 12.07.2023
Time: 11.00 AM
Venue: IQAC

The agenda for the meeting is given below:

Agenda:

1. Welcome and Opening Remarks
2. Review of Action Taken Report
3. Regular Monitoring of Student Profiles
4. Internal Assessment for Major Courses
5. Department Association Inaugural Functions
6. Submission of Project Reports to Library
7. Alumni Interaction and Lab Inauguration
8. Department and Student Activity Registers
9. Inclusion of IQAC Logo in Program Materials
10. Faculty Development Program (FDP) on Outcome-Based Education
11. Virtual Lab Exercises for Laboratory Courses
12. Regular Attendance Management through ERP
13. First-Year Orientation Program
14. Assignment Uploading in ERP
15. Smart India Hackathon

IQAC Coordinators

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

To:
All Members/IQAC

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Minutes of the IQAC meeting held on 12.07.2023

Topic of the meeting: IQAC meeting	Meeting No: 1
Meeting date & Time: 12-07-2023 @ 11.00 AM Venue: IQAC	Host name with designation: Dr. S. Matilda, Dean (Academics)/IQAC Director

Previous meeting Follow-up: - This is a follow-up on the previous IQAC meeting, where several key areas for quality enhancement were discussed.

- ✓ Measures to promote institutional functioning towards quality enhancement are being implemented, including curriculum development initiatives and the recommendation of effective teaching methodologies.
- ✓ The review of assessment methods is underway to ensure their effectiveness. Strategies to enhance research output are being explored, and support mechanisms for faculty in their academic and research endeavors are being strengthened.
- ✓ Additionally, feedback collection and analysis from various stakeholders are ongoing to further improve the quality of education.

Minutes (12th July 2023)

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.
   - ❖ Overall, the actions outlined in the previous meeting are being followed through effectively, and progress is being made in all areas.
   - ❖ Regular reviews and adjustments are being made to ensure continuous quality enhancement.
3. **Regular Monitoring of Student Profiles**
   - ❖ Regular monitoring of student profiles will be conducted to ensure timely interventions for academic and personal development.
   - ❖ Faculty members are expected to closely track students' progress and provide necessary support.

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4. **Internal Assessment for Major Courses**
   - ❖ Internal Assessment (IA) examinations for Major courses will be scheduled after the completion of two units.
   - ❖ This is to ensure accurate assessment and timely feedback for students.

5. **Department Association Inaugural Functions**
   - ❖ Heads of Departments (HODs) are instructed to conduct inaugural functions for their department associations to enhance student engagement and promote academic culture.

6. **Submission of Project Reports to Library**
   - ❖ Project coordinators are required to submit soft copies of all student project reports to the library by the last working day of the academic year, ensuring proper documentation and accessibility.

7. **Alumni Interaction and Lab Inauguration**
   - ❖ The 1998-2002 Alumni Meet and alumni interaction with students will take place on 12th August 2023, followed by the inauguration of the Drone & Robotics Lab on 13th August 2023.
   - ❖ These events aim to strengthen alumni relations and provide valuable networking opportunities.

8. **Department and Student Activity Registers**
   - ❖ HODs must submit monthly department and student activity registers for monitoring and tracking student involvement in academic and co-curricular activities.

9. **Inclusion of IQAC Logo in Program Materials**
   - ❖ The IQAC logo will be included in the brochures, invitations, and posters for all department-level programs and events to enhance the visibility of quality initiatives.

10. **Faculty Development Program (FDP) on Outcome-Based Education**
    - ❖ A Faculty Development Program (FDP) will be conducted on 9th and 10th September 2023, focusing on "Outcome-Based Education: Effective Preparation of SAR."

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❖ Faculty members are expected to attend to enhance teaching quality and improve academic outcomes.

11. Virtual Lab Exercises for Laboratory Courses

❖ Virtual lab exercises will be implemented for all laboratory courses in each department to enhance learning experiences.

❖ Faculties are requested to submit reports of these exercises to Dr. S. Jayalakshmi, ASP/ECE, by 10th October 2023.

12. Regular Attendance Management through ERP

❖ Faculty members must ensure that attendance is entered regularly in the ERP system for effective monitoring of student participation and academic progress.

13. First-Year Orientation Program

The First-Year Orientation Program will be conducted on 13th September 2023, aimed at introducing new students to the academic environment and resources.

14. Assignment Uploading in ERP

❖ All faculty members are required to upload assignment questions in the ERP within two days after the commencement of each unit and follow up with class discussions to foster active learning.

15. Smart India Hackathon

❖ The Internal Smart India Hackathon will be held on 20th September 2023, and faculty members are encouraged to motivate students to participate and utilize this platform for innovative problem-solving.

These initiatives are designed to ensure the continuous improvement of our academic practices, student learning, and overall institutional growth. **Meeting concluded at 12.30 PM with a vote of thanks by IQAC Coordinator.**
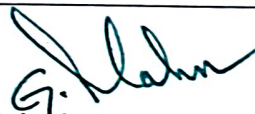
IQAC Coordinators
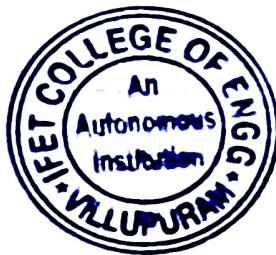
Copy to:

IQAC Chairperson/Principal, IQAC Director & Members

Principal

Dr. **G. MAHENDRAN,** B.E., M.Tech., Ph.D.
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IFETCE/IQAC/2023-24/Meeting-01   Date: 12.07.2023

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	
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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