

Academic Year: 2024-25



**IFET Autonomous**  
**College of Engineering**  
Permanently Affiliated to Anna University/Approved by AICTE

## INTERNAL QUALITY ASSURANCE CELL

IFETCE/IQAC/2024-25/Meeting-01

Date: 25.05.2024

### CIRCULAR

**Subject:** IQAC Meeting Agenda on Quality Initiatives, Enhancement, and Assessment.

**Respected Members,**

I would like to inform you that an IQAC meeting has been scheduled to discuss and deliberate on important quality initiatives. Your active participation and presence are essential for the effective implementation of these initiatives.

**Details of the Meeting:**

Date: 07.06.2024

Time: 11.00 AM

Venue: IQAC

The agenda for the meeting is given below:

**Agenda:**

**Activities plan for the academic year 2024-25**

1. Centralized Documentation & Accreditation Readiness
2. Support for Accreditation & Evaluation Process
3. Quality Assurance and Benchmarking
4. Academic and Energy Audits
5. Stakeholder Feedback
6. Student Engagement Initiatives
7. Faculty and Staff Development
8. Annual Quality Assurance Report (AQAR)
9. Learning Management System (CAMU Software)

**IQAC Coordinators**

**To:**

All Members/IQAC

Principal  
**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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## INTERNAL QUALITY ASSURANCE CELL

### Minutes of the IQAC meeting held on 07.06.2024

|  |   |
|--|---|
| <b>Topic of the meeting:</b> IQAC meeting  | <b>Meeting No:</b> 1  |
| <b>Meeting date &amp; Time:</b> 07-06-2024 @ 11.00 AM<br><b>Venue:</b> IQAC  | <b>Host name with designation:</b><br>Dr.S. Matilda, Dean (Academics)/IQAC Director |
| <b>Previous meeting Follow-up: -</b> <ul style="list-style-type: none"> <li>❖ HoDs to finalize syllabi updates for Regulation 2023, including industry-based courses and Indian Knowledge System/Environmental Engineering courses. Mentors to update student profiles and encourage NPTEL course registration.</li> <li>❖ Faculty to attend FDPs, workshops, and conferences with on-duty leave; incorporate activities like field visits and guest lectures into courses; conduct remedial classes for slow learners.</li> <li>❖ HoDs to ensure completion of Project Expo and department events by April 25, 2024; faculties to record and upload lab introduction classes to LMS.</li> </ul> |   |
| <b>Minutes (7<sup>th</sup> June 2024)</b>  |   |
| <b>1. Welcome and Opening Remarks</b> <ul style="list-style-type: none"> <li>❖ The IQAC Director welcomed the members and presented the meeting's agenda.</li> </ul>   |   |
| <b>2. Centralized Documentation &amp; Accreditation Readiness:</b> <ul style="list-style-type: none"> <li>❖ The importance of maintaining a <b>centralized repository</b> for all quality assurance documents and reports was emphasized.</li> <li>❖ Regular <b>IQAC meetings</b> will be scheduled to review progress, discuss challenges, and plan necessary actions.</li> <li>❖ Continuous data collection and documentation will be conducted to ensure <b>accreditation readiness</b> across all departments.</li> </ul>  |   |
| <b>Action Points:</b> <ul style="list-style-type: none"> <li>✓ Establish a centralized documentation system.</li> <li>✓ Schedule IQAC meetings quarterly for review and progress evaluation.</li> <li>✓ Assign departments to regularly update accreditation-related documents.</li> </ul>   |   |

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### 3. Support for Accreditation & Evaluation Process:

- ❖ IQAC will provide assistance in the preparation of **self-assessment reports** and documentation required for various accreditation bodies, including NBA, NAAC, AICTE, AU, and NIRF.

#### Action Points:

- ✓ Designate a team to assist in drafting and submitting accreditation documents.
- ✓ Review previous reports and ensure timely submission for upcoming evaluations.

### 4. Quality Assurance and Benchmarking:

- ❖ Development and implementation of **academic and administrative quality benchmarks** across all departments were discussed.
- ❖ **Key Performance Indicators (KPIs)** will be monitored regularly to track progress and ensure quality standards are met.

#### Action Points:

- ✓ Define and implement benchmarks for academic and administrative performance.
- ✓ Set up a monitoring system to track KPIs and report results regularly.

### 5. Academic and Energy Audits:

- ❖ The need for both **internal and external academic audits** was discussed to evaluate teaching-learning processes and review curriculum effectiveness.
- ❖ Energy audits will also be planned to enhance sustainability efforts.

#### Action Points:

- ✓ Plan internal audits for teaching-learning and curriculum review.
- ✓ Schedule energy audits to assess energy usage and explore improvements.

### 6. Stakeholder Feedback:

- ❖ A structured process for collecting feedback from **students, faculty, alumni, and employers** will be implemented to guide institutional reforms.
- ❖ Specific surveys will be designed to gather feedback on curriculum, teaching-learning processes, infrastructure, and overall satisfaction.

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**Feedback Forms to be Collected:**

- Faculty, Student, Alumni, Employer Feedback on Curriculum
- Student Satisfaction Survey
- Student Feedback on Teaching-Learning Process
- Student Feedback on Infrastructure
- Mentor-Mentee Feedback
- Alumni Survey
- Programme Exit Survey
- Course End Survey
- Employer Feedback Survey

**Action Points:**

- ✓ Develop and distribute feedback surveys for all stakeholders.
- ✓ Analyze feedback periodically and implement necessary reforms.

**7. Student Engagement Initiatives:**

- ❖ Promote extracurricular activities to foster **holistic student development** through the active functioning of various clubs, such as the Sports Club, Music Club, Dance Club, Eco Club, and more.
- ❖ Ensure student support services like **Grievances Redressal, Anti-Ragging, Women Empowerment Cell**, and others are actively functioning.

**Action Points:**

- ✓ Review the current engagement levels of clubs and student support services.
- ✓ Plan events and programs to increase student participation in extracurricular activities.

**8. Faculty and Staff Development:**

- ❖ Organize **regular training programs** to enhance the skills and knowledge of faculty members.
- ❖ Encourage faculty participation in external **workshops, conferences, and seminars**.

**Action Points:**

- ✓ Schedule faculty development programs and allocate on-duty leave for participation in external events.
- ✓ Track faculty development activities to ensure participation goals are met.

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**9. Annual Quality Assurance Report (AQAR):**

- ❖ The process of compiling and submitting the AQAR on time, as per NAAC guidelines, was discussed to ensure the institution's continuous accreditation.

**Action Points:**

- ✓ Assign a team to compile AQAR data and submit within the designated timeframe.
- ✓ Ensure all departments provide necessary information for AQAR compilation.

**10. Learning Management System (CAMU Software):**

- ❖ The Learning Management System (CAMU) will be used as a centralized platform for course materials, assessments, assignments, and monitoring student progress.
- ❖ The system will help in tracking learning outcomes, grades, and completion rates.

**Action Points:**

- ✓ Train faculty on how to use CAMU software for seamless integration into their teaching.
- ✓ Monitor the usage of CAMU to ensure it is effectively supporting learning outcomes.

The meeting highlighted several quality initiatives aimed at improving the academic experience for both students and faculty. Key focus areas included curriculum updates, student engagement, faculty development, and enhancing assessment methods. Active faculty participation and commitment to these initiatives are essential for maintaining and advancing the institution's academic excellence.

**Meeting concluded at 12.30 PM with a vote of thanks by IQAC Coordinator.**

**IQAC Coordinators**



**Principal**

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

**Copy to:**

**IQAC Chairperson/Principal, IQAC Director & Members**

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## INTERNAL QUALITY ASSURANCE CELL

IFETCE/IQAC/2024-25/Meeting-01

Date: 07.06.2024

### Meeting Participants

| S.No. | Designation                    | Name of the Members   | Department  | Signature |
|-------|--------------------------------|-----------------------|---|-----------|
| 1.    | Chairperson                    | Dr. G. Mahendran      | Head of the Institution   |           |
| 2.    | Coordinator                    | Dr. P.Jacqueline Rosy | Professor/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.Vaithyanathan    | ASP/S&H   |           |
| 9.    | Student Representative         | Ms.Vishnupriya        | III (ECE)   |           |
| 10.   | Alumni Secretary               | Mrs.K.Bhuvaneshwari   | ASP/ECE   | - AB -    |
| 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                    | - AB -    |
| 14.   | Director IQAC                  | Dr.S.Matilda          | Vice Principal, Dean Academics                                  |           |

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