

## INTERNAL QUALITY ASSURANCE CELL

IFETCE/IQAC/2022-23/Meeting-02

Date: 08.10.2022

### CIRCULAR

**Subject:** Scheduling of IQAC meeting on quality initiatives and sustenance.

**Respected Members,**

This is to let you know that a meeting of the IQAC has been scheduled to discuss and propose new initiatives for quality enhancement. Your participation and presence are essential for the success of these initiatives.

**Details of the Meeting:**

Date: 29.10.2022

Time: 11.00 AM

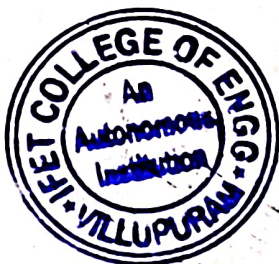
Venue: IQAC

The agenda for the meeting is given below:

1. Welcome and opening remarks by the Chairperson
2. Approval of Minutes from the Previous Meeting
3. Review of Action Taken Report
4. Discussion on the need for reframing the Institute's Vision and Mission statements and New Quality Initiatives
5. Feedback Mechanism
6. Identification of Value added courses for II & III year students



**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, GANCARAMPALAYAM**  
**Villupuram District - 605 108**

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## INTERNAL QUALITY ASSURANCE CELL

### Minutes of the IQAC meeting held on 29.10.2022

Topic of the meeting: IQAC meeting	Meeting No: 2
Meeting date & Time: 29-10-2022 @ 10.00 AM Venue: IQAC	Host name with designation: Dr. S. Matilda, Dean (Academics)/IQAC Director
<b>Previous meeting Follow-up: -</b> <ul style="list-style-type: none"> <li>❖ Aligned curriculum and teaching learning process with the institution vision and mission statement.</li> <li>❖ Career development and placement classes are conducted for II year and III year students.</li> <li>❖ Bridge course conducted for First Year students.</li> </ul>	
<b>Minutes (29<sup>th</sup> October 2022)</b>	
<ol style="list-style-type: none"> <li><b>1. Welcome and Opening Remarks</b> IQAC Director welcomed the members and briefed about the discussion to be held.</li> <li><b>2. Approval of Minutes from the Previous Meeting</b> Reviewed and approved the minutes of the previous meeting held on 02.07.2022.</li> <li><b>3. Review of Action Taken Report</b> Discussed and resolved the progress on action items from the previous meeting. <ul style="list-style-type: none"> <li>❖ Conducted a thorough review of institution's vision and mission statement.</li> <li>❖ Encouraged faculty and students to engage in research projects.</li> <li>❖ Prepared and submitted the Annual Quality Report.</li> <li>❖ Designed and implemented the bridge course for first-year students.</li> </ul> </li> <li><b>4. Discussion on New Quality Initiatives</b> <ul style="list-style-type: none"> <li>✓ IQAC Coordinator explained the rationale for revisiting the Vision and Mission, cting alignment with NEP 2020, institutional development, stakeholder feedback, and accreditation requirements.</li> <li>✓ Implementing interactive online learning platforms and tools to enhance engagement and student participation.</li> <li>✓ Offering advanced training programs for faculty on innovative teaching methods, digital tools, and student engagement strategies.</li> <li>✓ Implementing mentoring programs to provide academic and social support for students.</li> </ul> </li> </ol>	

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- ✓ Encouraging interdisciplinary research collaborations and funding opportunities.
- ✓ Establishing innovation labs to foster creativity and entrepreneurship among students.
- ✓ Strengthening internal quality assurance mechanisms, including regular audits and feedback loops.
- ✓ Implementing a robust feedback system for students, faculty, and other stakeholders to enhance continuous improvement efforts.
- ✓ Strengthening ties with industry partners through collaborative research projects, internships, and job placements.

#### 5. Feedback Mechanism

- ✓ Review and improve feedback mechanisms by students on teaching and curriculum.
- ✓ Student grievances, to be addressed by registering with the Head Student affairs.
- ✓ Mini-project and Project Phase I: Students have to come with more innovative projects and market ready products. The same are to be present in Hackathon and other project competitions.

#### 6. Identification of Value added courses for II & III year students

Resolved to finalize and conduct the following value added courses for the students to enhance their skills and employability.

- ✓ Product Life cycle management
- ✓ Energy auditing
- ✓ Advanced python programming
- ✓ IOT Technology
- ✓ Drone technology
- ✓ Web Application development

The courses listed were approved for further exploration and curriculum development.

Meeting concluded at 11.30AM 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 N. S. S. GANGARAMPALAYAM**  
**Villupuram District - 605 106**

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## INTERNAL QUALITY ASSURANCE CELL

IFETCE/IQAC/2022-23/Meeting-02

Date: 29.10.2022

### 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	
13.	Stakeholder Representative	Dr.S.Ravi	ASP/CSE, Puducherry Technological University	
14.	Director IQAC	Dr.S.Matilda	Vice Principal and Dean Academics	

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## INTERNAL QUALITY ASSURANCE CELL

IFETCE/IQAC/2022-23/Meeting-02A

Date: 21.11.2022

### CIRCULAR

**Subject: Approval and Communication Plan for Revised Institutional Vision and Mission.**

**Respected Members,**

This is to inform you that an upcoming meeting of the Internal Quality Assurance Cell (IQAC) has been scheduled to deliberate on the revision of the Institutional Vision and Mission statements. The agenda includes finalizing the revised statements and formulating a comprehensive communication plan for disseminating the changes to all stakeholders.

**Details of the Meeting:**

Date: 21.11.2022

Time: 11.00 AM

Venue: IQAC

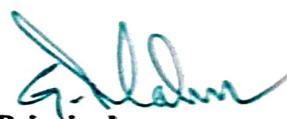
The agenda for the meeting is given below:

1. Welcome and opening remarks by the Chairperson.
2. Confirmation of minutes from the previous IQAC meeting.
3. Discussion on the need for reframing the Institute's Vision and Mission statements.
4. Presentation of proposed revised Vision and Mission.
5. Feedback from IQAC members and suggestions for finalization.
6. Approval of the revised Vision and Mission statements.
7. Communication plan for informing all stakeholders.
8. Any other matter with the permission of the Chair.
9. Vote of thanks.

  
IQAC Coordinators



To:  
All Members/IQAC

  
Principal  
**Dr. G. MAHENDRAN, B.E., M.Tech., Ph.D.**  
**PRINCIPAL**  
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IFET Nagar, GANGARAMPALAYAM  
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## INTERNAL QUALITY ASSURANCE CELL

### Minutes of the IQAC meeting held on 28.11.2022

Topic of the meeting: IQAC meeting	Meeting No: 02A
Meeting date & Time: 28-11-2022 @ 10.00 AM Venue: IQAC	Host name with designation: Dr. S. Matilda, Dean (Academics)/IQAC Director
<b>Minutes (28<sup>th</sup> November, 2022)</b>	
<p><b>1. Welcome Address:</b> The Chairperson welcomed all members to the meeting and briefly outlined the agenda.</p> <p><b>2. Confirmation of Previous Minutes:</b> The minutes of the previous meeting were read and approved unanimously.</p> <p><b>3. Need for Revision of Vision and Mission Statements:</b> The IQAC Coordinator explained the rationale for revisiting the Vision and Mission statements as part of our continuous quality enhancement and strategic development efforts. This initiative aimed at aligning the institutional goals with:</p> <ul style="list-style-type: none"> <li>❖ The National Education Policy (NEP) 2020.</li> <li>❖ Evolving academic and industry trends.</li> <li>❖ Feedback from various stakeholders including faculty, students, alumni, and employers.</li> <li>❖ National and international accreditation frameworks</li> <li>❖ The institute's future aspirations for excellence, innovation , and societal impact.</li> </ul> <p>The revised Vision and Mission will reflect our commitment to providing globally relevant, inclusive, and future-rea education while upholding our core values and institutional legacy.</p> <p><b>4. Presentation of Revised Vision and Mission:</b> The proposed statements were presented to the members. Inputs gathered from students, faculty, alumni, and industry were considered in the drafting process.</p> <p>The vision of the Institution is</p> <p><b>VISION</b> Emerge as a premier institution of excellence, dedicated to shaping students into globally renowned professionals in Engineering and Management.</p> <p><b>MISSION</b> Aligned with our vision, we are committed to:</p> <p><b>M1:</b> Delivering exceptional education focused on practical outcomes, ethical values and societal impact</p>	

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**M2:** Providing state-of-the-art infrastructure to meet the demands of evolving technologies.

**M3:** Empowering students to achieve sustainable success and fulfil their professional aspirations.

**M4:** Cultivating an environment that supports faculty in continuous professional growth, research, and collaborative engagement with industry for the benefit of students.

**M5:** Promoting a holistic development culture, emphasizing leadership, innovation, and entrepreneurship among students.

**5. Discussion and Feedback:**

All members appreciated the clarity and relevance of the proposed Vision and Mission. Suggestions for minor wording changes were noted and incorporated.

**6. Approval of Revised Statements:**

The revised Vision and Mission were unanimously approved by all members.

**7. Communication Plan:**

It was resolved that:

- ❖ A circular will be issued to inform all faculty, staff, and students.
- ❖ The revised Vision and Mission will be uploaded to the official website.
- ❖ Stakeholders including alumni and employers will be informed via email and newsletters.
- ❖ The changes will be reported in the upcoming Governing Body meeting.

**8. Any Other Matter:**

No additional points were raised.

**9. Vote of Thanks:**

The meeting concluded with a vote of thanks by the IQAC Coordinator.


**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.**  
**PRINCIPAL**  
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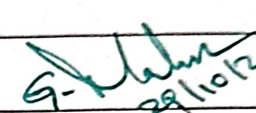
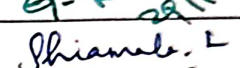
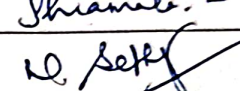

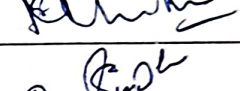
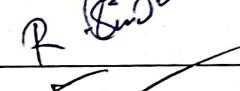
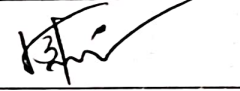
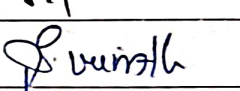
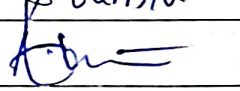
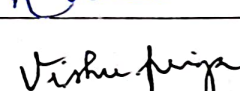
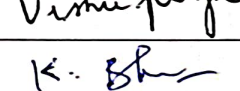
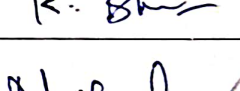
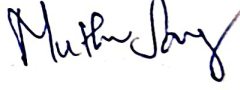
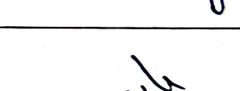
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IFETCE/IQAC/2022-23/Meeting-02

Date: 29.10.2022

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