

Academic Year: 2023-24

INTERNAL QUALITY ASSURANCE CELL

IFETCE/IQAC/2023-24/Meeting-02

Date: 17.11.2023

CIRCULAR

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

Respected Members,

This is to inform you that an IQAC meeting has been scheduled to focus on key quality initiatives. Your participation and presence are crucial to the successful implementation of these efforts.

Details of the Meeting:

Date: 23.11.2023

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. Review of Department and Student Activity Registers
4. Course End Survey Monitoring
5. Virtual Lab Implementation
6. Lab Course Delivery via TERV Platform
7. Product Development Projects
8. BOS Meeting for Curriculum Amendment
9. Internship for Third-Year Students
10. Demo of Course and Program Outcome Evaluation
11. Curriculum Updates
12. Accreditation Data Management
13. Co-Curricular Activities Documentation
14. Counseling After Internal Assessment (IA)



IQAC Coordinators

To:

All Members/IQAC



17/11/2023

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

INTERNAL QUALITY ASSURANCE CELL

Minutes of the IQAC meeting held on 23.11.2023

Topic of the meeting: IQAC meeting	Meeting No: 2
Meeting date & Time: 23-11-2023 @ 11.00 AM Venue: IQAC	Host name with designation: Dr. S. Matilda, Dean (Academics)/IQAC Director
<p>Previous meeting Follow-up: - This is a follow-up on the previous IQAC meeting, where several key areas for quality improvement were discussed.</p> <ul style="list-style-type: none"> ✓ The department heads are advised to ensure regular updates and review of student progress to identify academic concerns early. ✓ Project report submissions to the library are on track. However, a few reports are still pending from last semester's students. Department coordinators will follow up with the respective students to ensure all reports are submitted promptly. ✓ The FDP on Outcome-Based Education was well-received by faculty members. Future sessions will be planned to address specific gaps identified during the program. The next FDP will focus on curriculum alignment and assessment strategies. 	
Minutes (23rd November 2023)	
<ol style="list-style-type: none"> 1. Welcome and Opening Remarks <ul style="list-style-type: none"> ❖ IQAC Director welcomed the members and outlines the agenda of the meeting. 2. Review of Action Taken Report <ul style="list-style-type: none"> ❖ Measures to promote quality enhancement are actively being implemented. The curriculum development initiatives are in progress with the involvement of faculty and stakeholders. ❖ Strategies to enhance research output have been explored. Support mechanisms such as research collaborations and partnerships with external research bodies are being strengthened. ❖ Feedback collection from students, faculty, and alumni is ongoing. Analysis of this feedback is conducted regularly to identify areas for improvement in curriculum, teaching quality, and institutional facilities. 3. Review of Department and Student Activity Registers <ul style="list-style-type: none"> ❖ Resolved to maintain accurate and up-to-date department activity and student activity registers for all departments. These records are essential for tracking and monitoring academic and extracurricular engagements. 	



4. Course End Survey Monitoring

- ❖ HoDs are instructed to review and ensure the proper maintenance of course-end surveys for all courses. These surveys are vital for evaluating teaching effectiveness and student satisfaction.

5. Virtual Lab Implementation

- ❖ Planned to implement virtual lab exercises for all laboratory courses across programs. These will enhance students' practical learning experiences and bridge gaps where physical labs may be limited.

6. Lab Course Delivery via TERV Platform

- ❖ It was resolved to conduct lab courses using the TERV platform, with monthly lab examinations scheduled for CSE, ECE, EEE, and IT departments. This platform will facilitate remote lab sessions and assessments.

7. Product Development Projects

- ❖ Planned to assign two product development projects per department, which will be submitted to the Entrepreneurship Development Cell under Dr. B. Elamvazhuthi, ASP/MECH. Faculty mentors have been assigned to guide students on various project themes.

8. BOS Meeting for Curriculum Amendment

- ❖ Resolved to schedule the BOS meeting in the first week of December to discuss and amend the IFETCE R-2019 & IFETCE R-2023 Curriculum and Syllabus.

9. Internship for Third-Year Students

- ❖ Planned to schedule a 15-day internship for third-year students, with a report submission requirement upon completion. This will provide students with hands-on industry experience.

10. Demo of Course and Program Outcome Evaluation

- ❖ Resolved to conduct a demonstration of the evaluation of Course Outcomes (COs) and Program Outcomes (POs). This will familiarize faculty and students with the evaluation process and its importance.

11. Curriculum Updates

- ❖ Resolved to remove the special course in the new IFETCE R2023 curriculum and replace it with a new 3-credit course. Additionally, a change in the existing question paper pattern was proposed, with approval to be sought from the Academic Council.



12. Accreditation Data Management

- ❖ The Head of Accreditation is tasked with centralizing all data related to NBA, NAAC, and other accreditations. This data will be utilized for filing and reporting purposes.

13. Co-Curricular Activities Documentation

- ❖ Details related to co-curricular activities and events organized by departments will be made available in the Central Library for reference and record-keeping.

14. Counseling After Internal Assessment (IA)

- ❖ Mentors are requested to counsel students after the completion of IA exams, with the counseling record updated to include suggestions and actions taken.

These initiatives aim to foster the ongoing enhancement of our academic practices, student learning, and overall institutional development. Your active involvement and support in executing these initiatives are essential to upholding our commitment to academic excellence.

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

IQAC Coordinators

Copy to:

IQAC Chairperson/Principal, IQAC Director



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INTERNAL QUALITY ASSURANCE CELL

IFETCE/IQAC/2023-24/Meeting-02

Date: 23.11.2023

Meeting Participants

S.No.	Designation	Name of the Members	Department	Signature
1.	Chairperson	Dr. G. Mahendran	Head of the Institution	G. Mahendran 23/11/2023
2.	Coordinator	Dr. P.Jacqueline Rosy	Professor/S&H	
3.	Co-Coordinator	Mr. N. Sethuraman	ASP/MECH	N. Sethuraman
4.	Documentation Advisor	Mr. K. R. Sukumar	SAP/MECH	K. R. Sukumar
5.	Management Representative	Dr. R.Sindhu	Trustee	R. Sindhu
6.	Senior Administrative Officers	Dr. P.Pugazhendiran	Professor/EEE	P. Pugazhendiran
7.	Head Placement	Mr.S.Viswanathan	ASP/MBA	S. Viswanathan
8.	Head Research	Dr.A.Vaithiyanathan	ASP/S&H	A. Vaithiyanathan
9.	Student Representative	Ms.Vishnupriya	III (ECE)	Vishnupriya
10.	Alumni Secretary	Mrs.K.Bhuvaneshwari	ASP/ECE	K. Bhuvaneshwari
11.	Employer Representative	Mr.Muthuswamy	Research Head, Appasamy Associates	Muthuswamy
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	S. Ravi
14.	Director IQAC	Dr.S.Matilda	Vice Principal, Dean Academics	Matilda