

Academic Year: 2024-25



IFET Autonomous
College of Engineering
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INTERNAL QUALITY ASSURANCE CELL

IFETCE/IQAC/2024-25/Meeting-02

Date: 10.09.2024

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: 16.09.2024

Time: 11.00 AM

Venue: IQAC

The agenda for the meeting is given below:

Agenda:

1. Welcome and Opening Remark
2. Data Collection Status of IQAC
3. IQAC Infrastructure Tasks Status
4. Internal Academic Audit Outcomes
5. IQAC Process Handbook Review
6. IQAC Roles & Responsibilities
7. Data Collection & Dashboard Summary
8. NBA, NAAC Guidelines - Benchmark Data
9. Sharing/Dissemination of IQAC Data
10. Faculty Orientation on Centralized IQAC Guidelines

IQAC Coordinators

To:

All Members/IQAC

10/9/2024
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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Minutes of the IQAC meeting held on 16.09.2024

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|---|--|
| Topic of the meeting: IQAC meeting | Meeting No: 2 |
| Meeting date & Time: 16-09-2024 @ 11.00 AM Venue: IQAC | Host name with designation: Dr.P. Kanimozhi, Dean Academics/IQAC Director |
| Previous meeting Follow-up: - <ul style="list-style-type: none"> ❖ The follow-up will focus on the centralized documentation system for accreditation, progress on academic and administrative benchmarks, internal audits, and energy assessments. ❖ We'll review stakeholder feedback survey implementation, student engagement initiatives, faculty development programs, AQAR compilation, and the integration of the Learning Management System (CAMU) for monitoring learning outcomes. | |
| Minutes (16th September 2024) | |
| 1. Welcome and Opening Remarks <ul style="list-style-type: none"> ❖ The IQAC Director welcomed the members and presented the meeting's agenda. | |
| 2. Data Collection Status of IQAC <ul style="list-style-type: none"> ❖ The IQAC team reported that data collection for the month of July is at 99% completion. ❖ There were a few departments still pending to upload the final pieces of data. <p>Action taken:</p> <ul style="list-style-type: none"> ✓ Ensure that all remaining data is submitted by the end of the day to complete the 100% target. | |
| 3. IQAC Infrastructure Tasks Status <ul style="list-style-type: none"> ❖ A review of the ongoing infrastructure-related tasks was conducted, and it was noted that some infrastructure improvements were still in progress. ❖ The tasks under review include setting up necessary facilities for data entry and storage. <p>Action taken:</p> <ul style="list-style-type: none"> ✓ Follow up with the respective departments for updates and expedite any pending infrastructure work. | |

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4. Internal Academic Audit Outcomes

- ❖ The results of the internal academic audits were discussed, highlighting areas of improvement for several departments.
- ❖ A few departments have demonstrated excellent compliance, but others need to address some gaps in documentation and reporting.

Action:

- ✓ The audit report will be shared with department heads, and action plans for improvement will be discussed in the upcoming departmental meetings.

5. IQAC Process Handbook Review

- ❖ A draft version of the IQAC Process Handbook was presented. This document is essential to standardize IQAC processes across the institution.
- ❖ Feedback was given to improve clarity and provide more detailed descriptions for specific guidelines.

Action:

- ✓ The handbook will be revised based on the feedback and will be presented again in the next meeting.

6. IQAC Roles & Responsibilities

- ❖ The roles and responsibilities of the IQAC were further discussed, with some areas needing clarification, particularly around the roles in monitoring and data collection.

Action:

- ✓ The updated roles and responsibilities document will be presented in the next meeting for final review and approval.

7. Data Collection & Dashboard Summary

- ❖ The data collected from various departments will be summarized over a three-month period to create a comprehensive dashboard.
- ❖ This dashboard will allow for quick analysis and tracking of key metrics across departments.

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Action:

- ✓ The team will begin compiling the data and design the dashboard, with a goal to complete it within the next week.

8. NBA, NAAC Guidelines - Benchmark Data

- ❖ The group discussed the need to prepare benchmark data as per the guidelines of NBA and NAAC.
- ❖ This data will be crucial for future evaluations and assessments.

Action:

- ✓ The team will begin preparing the benchmark data for each department and ensure it meets the required standards.

9. Sharing/Dissemination of IQAC Data

- ❖ A process for sharing IQAC data with other stakeholders is being defined to ensure transparency and ease of access.
- ❖ The communication plan will ensure the data is disseminated in a structured and organized manner.

Action:

- ✓ A framework for dissemination will be drafted and shared in the next meeting for approval.

10. Faculty Orientation on Centralized IQAC Guidelines

- ❖ The faculty orientation sessions will be scheduled for the following areas:
 - Faculty-Related Guidelines
 - Student-Related Guidelines
 - Infrastructure-Related Guidelines
 - Teaching and Learning Guidelines
- ❖ The goal is to complete these orientations by the end of the week. If any department head is unavailable, a backup faculty member will be contacted.

Action:

- ✓ The admin team will finalize the dates for the orientation sessions, and department in-charges will be notified.

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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.
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IFET Nagar, GANGARAMPALAYAM
Villupuram District - 605 108

Copy to:

IQAC Chairperson/Principal, IQAC Director/ Dean Academics, Members/IQAC

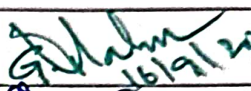
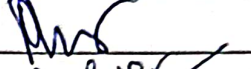
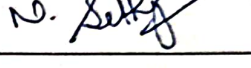
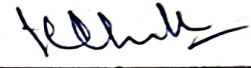
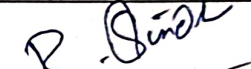
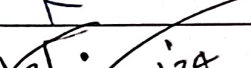
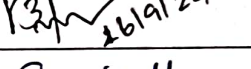
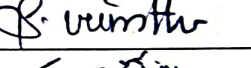
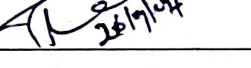
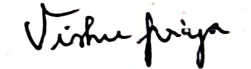
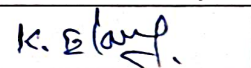
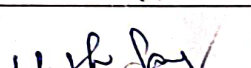
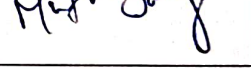
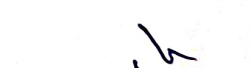
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IFETCE/IQAC/2024-25/Meeting-02

Date: 16.09.2024

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 | Head/IIIC |  |
| 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.T.Ananthkumar | ASP/CSE |  |
| 9. | Student Representative | Ms.Vishnupriya | III (ECE) |  |
| 10. | Alumni Secretary | Mrs.K.Elavarasi | 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.P.Kanimozhi | Dean Academics |  |

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