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INTERNAL QUALITY ASSURANCE CELL

IFETCE/IQAC/2022-23/Meeting-04   Date: 14.03.2023

CIRCULAR

Subject: Scheduling of IQAC Meeting on implementation of quality benchmarks for academic activities for the upcoming academic year 2023-24.

Respected Members,

This is to notify you that a meeting of the IQAC has been set to discuss strategies for institutional functioning that will improve quality by internalizing the culture of quality and establishing best practices. Your involvement and presence are essential to the accomplishment of these goals.

Details of the Meeting:

Date: 10.04.2023

Time: 11.00 AM

Venue: IQAC

The agenda for the meeting is given below:

1. Welcome and Opening Remarks
2. Confirmation of Minutes of the Previous Meeting
3. Review of Action taken Report
4. Promote measures for institutional functioning towards quality enhancement
5. Curriculum Development
6. Recommend teaching methodologies and learning resources
7. Review the effectiveness of assessment methods
8. Strategies to enhance the research output and quality
9. Supporting faculty in their academic and research endeavors
10. Feedback collection and analysis from various stakeholders

IQAC Coordinators

14/3/2023

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

Copy To:

All Members/IQAC

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Minutes of the IQAC meeting held on 10.04.2023

Topic of the meeting: IQAC meeting	Meeting No: 4
Meeting date & Time: 10-04-2023 @ 10.00 AM Venue: IQAC	Host name with designation: Dr. S. Matilda, Dean (Academics)/IQAC Director

Previous meeting Follow-up: -

- ✓ Conducted remedial classes for slow learners.
- ✓ Conducted internal and external audit as a part of quality sustenance.

Minutes (10th April 2023)

1. **Welcome and Opening Remarks**

   IQAC Director welcomed the members and outlined the objectives of the meeting focusing on curriculum and teaching-learning processes.

2. **Confirmation of Minutes of the Previous Meeting**

   Reviewed and approved the minutes of the last meeting held on 18.01.2023

3. **Review of Action Taken Report**

   Discussed and resolved the progress on action items from the previous meeting related to strategizing quality initiatives within our institution.

4. **Promote measures for institutional functioning towards quality enhancement**
   - ✓ Members discussed the current quality benchmarks and proposed new measures to ensure continuous quality improvement.
   - ✓ Resolved to conduct 15 days aptitude training programme for III year students and Java Full Stack Development Programme for IV year students as part of Placement training
   - ✓ Resolved to conduct 15 days Aptitude Training for II Year Students after their completion of End Semester Examination.
   - ✓ Resolved to identify III year students who are willing for Placement, Entrepreneurship and Higher studies by Faculty Advisor and the same to be submitted to HoD.

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✓ Resolved to plan for Industrial Visit and Internship for II and III year students.

✓ Resolved to schedule a Faculty Development Programme to understand the new quality measures.

✓ Resolved to compile all the formats used for academic purpose & reorganize them as a part of quality improvement.

5. **Curriculum Development**

✓ Reviewed current curriculum with feedback from industry experts and alumni.

✓ Identified outdated content and emerging areas needing inclusion.

✓ Resolved to form a committee to revise the curriculum and integrate feedback.

✓ Resolved to have a complete curriculum with regulation in a binding copy which includes Department Vision, Mission, PO, PSO, PEO and Syllabus with learning Objectives and Course Outcomes.

✓ Resolved to set deadlines for the submission of the revised curriculum.

✓ Resolved to implement Hons Degree, Major and minor degrees.

✓ Resolved to complete atleast one NPTEL Swayam courses by students and faculty members.

6. **Recommend teaching methodologies and learning resources**

✓ Evaluation of current teaching methodologies and exploration of new learning sources and tools.

✓ Resolved to implement TERV software training programme for first year students for the Department of CSE, AI DS, AI ML, ECE, IT & EEE.

✓ Resolved to organize training sessions for faculty on innovating teaching methods.

7. **Review the effectiveness of assessment methods**

✓ Faculty members are to use Rubrics for assignment and project review evaluation and to maintain a copy attested by faculty in-charge & HOD in the blue register.

✓ Resolved to improve the quality of assignment.

8. **Strategies to enhance the research output and quality**

✓ Reviewed the current status of research activities and identified areas requiring improvement.

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✓ Resolved to encourage faculty to publish in high-impact journals.

9. Supporting faculty in their academic and research endeavors

✓ Discussed the need for faculty development programs and identified specific areas for training and development.

✓ Resolved to schedule regular faculty development programs focusing on teaching, research, and use of technology.

✓ Resolved to provide financial support for faculty towards professional membership.

10. Feedback collection and analysis from various stakeholders

✓ Analyzed feedback from students, parents, and industry stakeholders.

✓ Discussed mechanisms for regular feedback collection and analysis.

✓ Resolved to implement an online feedback system and schedule periodic reviews based on the feedback received.

Concluded the meeting at 11.30AM with a vote of thanks by IQAC Coordinator.

IQAC Coordinators

Principal
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<u>Copy to:</u>

IQAC Chairperson/Principal, IQAC Director & Members

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IFETCE/IQAC/2022-23/Meeting-04   Date: 10.04.2023

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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