



INTERNAL QUALITY ASSURANCE CELL

IFETCE/IQAC/2023-24/Meeting-04

Date: 15.03.2024

CIRCULAR

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

Respected Members,

I would like to inform you of an upcoming IQAC meeting to discuss important quality initiatives.

Your participation is vital to the successful implementation of these initiatives.

Details of the Meeting:

Date: 23.03.2024

Time: 11.00 AM

Venue: IQAC

The agenda for the meeting is given below:

Agenda:

1. Academic Audit Preparation
2. Syllabus Updates for Regulation 2023
3. Incorporating Industry-Based Courses
4. Indian Knowledge System & Environmental Engineering Courses
5. Updating Student Profiles
6. NPTEL Course Registration
7. Faculty Development Programs (FDPs), Workshops, and Conferences
8. Maintaining Department Artifacts
9. Activity Inclusion in Courses
10. Renaming Department Associations
11. Faculty Participation in Guest Lectures
12. Remedial Classes for Slow Learners
13. Silver Jubilee Celebration Planning
14. Project Expo and Association Events
15. Recording Lab Introduction Classes and Uploading to LMS

IQAC Coordinators

Copy To: All Members/IQAC

Principal 15/3/2024

Dr. G. MAHENDRAN, B.E., M.Tech., Ph.D.
PRINCIPAL

IFET College of Engineering

(An Autonomous Institution)
IFET Nagar, GANGAKAMPALAYAM
Villupuram District - 605 108

Vision: Emerge as a premier institution of excellence, dedicated to shaping students into globally renowned professionals in Engineering and Information Technology.



INTERNAL QUALITY ASSURANCE CELL

Minutes of the IQAC meeting held on 23.03.2024

Topic of the meeting: IQAC meeting	Meeting No: 4
Meeting date & Time: 23-03-2024 @ 11.00 AM Venue: IQAC	Host name with designation: Dr. S. Matilda, Dean (Academics)/IQAC Director
Previous meeting Follow-up: - <ul style="list-style-type: none"> ❖ The previous meeting focused on enhancing course evaluation methods, implementing virtual labs, and ensuring effective mentoring and counseling for students. ❖ Emphasis was placed on remedial classes for struggling students, adopting innovative teaching methodologies, and integrating technology into the curriculum. ❖ Additionally, discussions on promoting higher studies and value-added courses, as well as updating laboratory readiness reports, were held. 	
Minutes (23rd March 2024)	
<ol style="list-style-type: none"> 1. Welcome and Opening Remarks <ul style="list-style-type: none"> ❖ The IQAC Director welcomed the members and presented the meeting's agenda. 2. Review of Action Taken Report <ul style="list-style-type: none"> ❖ All proposed assessments for Units 1-5 were successfully implemented, with IA1, IA2, and model exams conducted as scheduled. ❖ Virtual labs have been integrated into the curriculum, and the list has been submitted. Mentoring sessions and remedial classes are ongoing, with quizzes being conducted. ❖ Faculties have started applying innovative teaching methods, and the LMS has been updated with recorded lessons. 3. Academic Audit Preparation <ul style="list-style-type: none"> ❖ Faculties are instructed to prepare documents for the upcoming academic audit before the summer vacation. The audit will focus on the quality of academic processes and documentation. 4. Syllabus Updates for Regulation 2023 <ul style="list-style-type: none"> ❖ HoDs were requested to update the syllabus for the Regulation 2023 curriculum to ensure that at least one relevant tool is included in each course. This aligns with the aim to enhance academic rigor. 	

Vision: Emerge as a premier institution of excellence, dedicated to shaping students into globally renowned professionals in Engineering and Management



5. Incorporating Industry-Based Courses

- ❖ Industry-based courses will be integrated into the Regulation 2023 curriculum for all programs. This will strengthen industry-academia collaboration and practical learning.

6. Indian Knowledge System & Environmental Engineering Courses

- ❖ The inclusion of Indian Knowledge System and Environmental Engineering courses into the first-year curriculum under Regulation 2023 was approved. This will foster awareness of sustainable practices and local knowledge among students.

7. Updating Student Profiles

- ❖ Mentors were directed to update student profiles with end-semester results and document the actions taken for each student. This will aid in tracking student progress and addressing areas requiring improvement.

8. NPTEL Course Registration

- ❖ Students are encouraged to register for at least one NPTEL course during their academic tenure. The objective is to enhance learning through online resources and provide additional avenues for knowledge acquisition.

9. Faculty Development Programs (FDPs), Workshops, and Conferences

- ❖ Faculty members are encouraged to attend Faculty Development Programs (FDPs), workshops, and conferences outside the institution to further their academic and professional growth. On-duty leave will be provided for such events.

10. Maintaining Department Artifacts

- ❖ Each department is required to maintain separate sets of artifacts for documentation purposes, ensuring transparency and accountability in the academic processes.

11. Activity Inclusion in Courses

- ❖ Faculty must incorporate one of the following activities for each course: field visits, case studies, problem-solving tasks, mini-projects, MCQs, portfolios, open book exams, quizzes, hackathons, workshops, or guest lectures. This will help students engage with practical aspects of their studies.

12. Renaming Department Associations

- ❖ Department associations will be renamed to align with specific clubs, fostering a stronger connection between academic learning and extracurricular engagement.

Vision: Emerge as a premier institution of excellence, dedicated to shaping students into globally renowned professionals in Engineering and Management

13. Faculty Participation in Guest Lectures

- ❖ HoDs are tasked with organizing 2-3 guest lectures per semester related to their curriculum, with at least one alumni guest speaker per lecture. This initiative will enrich student learning by exposing them to real-world experiences.

14. Remedial Classes for Slow Learners

- ❖ Faculty are instructed to conduct remedial classes for slow learners every Saturday to ensure all students achieve the necessary learning outcomes and have the opportunity to catch up on missed content.

15. Silver Jubilee Celebration Planning

- ❖ The Silver Jubilee celebration is scheduled for April 25, 2024. It will be a key event to reflect on the institution's progress and celebrate its achievements.

16. Project Expo and Association Events

- ❖ HoDs are required to complete Project Expo and department association valedictory events by April 25, 2024, showcasing students' work and providing closure to the academic year.

17. Recording Lab Introduction Classes and Uploading to LMS

- ❖ Faculties are instructed to record their lab introduction classes and upload them to the Learning Management System (LMS) for future reference and continuous access to students. This will support the learning process and enhance resources for all.

The meeting emphasized various quality initiatives designed to enhance the academic experience for students and faculty. Key areas of focus included curriculum updates, student engagement, faculty development, and improving assessment methods. Faculty participation and commitment to these initiatives are critical for the continued success of the institution's academic excellence.

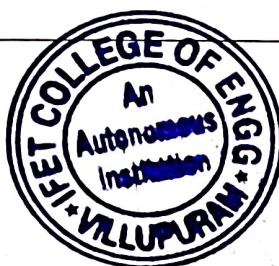
Meeting concluded at 12.30 PM with a vote of thanks by IQAC Coordinator.



IQAC Coordinators

Copy to:

IQAC Chairperson/Principal, IQAC Director & Members



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

Vision: Emerge as a premier institution of excellence, dedicated to shaping students into globally renowned professionals in Engineering and Management



INTERNAL QUALITY ASSURANCE CELL

IFETCE/IQAC/2023-24/Meeting-04

Date: 23.03.2024

Meeting Participants

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

Vision: Emerge as a premier institution of excellence, dedicated to shaping students into globally renowned professionals in Engineering and Management