

Academic Year: 2022-23



**IFET Autonomous**  
**College of Engineering**  
Permanently Affiliated to Anna University, Approved by AICTE

## INTERNAL QUALITY ASSURANCE CELL

IFETCE/IQAC/2022-23/Meeting-03

Date: 20.12.2022

### CIRCULAR

**Subject:** Scheduling of IQAC Meeting on Quality Initiatives.

**Respected Members,**

This is to inform that an IQAC meeting has been scheduled to discuss and strategize quality initiatives within our institution. Your presence and participation are crucial for the successful implementation of these initiatives.

**Details of the Meeting:**

Date: 18.01.2023

Time: 10.00 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. Scheduling of BOS and Academic Council meeting
5. Inclusion of Product Development lab/Application Development Lab
6. Aligning programming labs with Skill Rack.
7. Commencing Remedial classes for slow learners.
8. Incorporation of value education courses into the new curriculum.
9. Quality Enhancement Activities

**IQAC Co-Ordinators**

**To:**

All Members/IQAC

  
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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## INTERNAL QUALITY ASSURANCE CELL

### Minutes of the IQAC meeting held on 18.01.2023

Topic of the meeting: IQAC meeting	Meeting No: 3
Meeting date & Time: 18-01-2023 @ 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>✓ The updated curriculum has been approved by the academic council and implemented.</li> <li>✓ Positive feedback received from students improved teaching methodologies observed.</li> <li>✓ Responsibilities were assigned to different departments for data collection and report compilation for AQAR submission.</li> </ul>	
<b>Minutes (18<sup>th</sup> January 2023)</b>	
<ol style="list-style-type: none"> <li><b>1. Welcome and Opening Remarks</b> IQAC Director welcomed the members and presented the agenda of the meeting.</li> <li><b>2. Confirmation of Minutes of the Previous Meeting</b> Reviewed and approved the minutes of the last meeting held on 23.10.2022</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>❖ Implemented regular online surveys to gather student feedback on courses, teaching methods and facilities.</li> <li>❖ Identified key value-added courses and educated the students to enhance quality.</li> </ul> </li> <li><b>4. Scheduling of Academic Council, BOS, Governing Council &amp; Academic Audit meeting</b> Resolved to conduct Academic Council meeting on 3<sup>rd</sup> week of February, BOS meeting on 1<sup>st</sup> week of March, Governing Council meeting on 1<sup>st</sup> week of April and Academic Audit meeting on last week of June and December. The same is to be incorporated in the Academic Schedule.</li> <li><b>5. Inclusion of Product Development lab/Application Development Lab</b> Resolved to include Product Development lab/Application Development Lab for the Regulation</li> </ol>	

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IFETCE R2023 with the aim of preparing the students for interdisciplinary application and to actively participate in Hackathons.

**6. Aligning programming labs with Skill Rack**

Resolved to conduct regular programming labs for CSE, IT, AI&DS, AI&ML in alignment with Skill Rack.

**7. Commencing Remedial classes for slow learners.**

Resolved to conduct remedial classes for slow learners before commencement of Model examination. Course Handlers are required to intimate student counts to the relevant Faculty Advisors, who then must compile and submit the information to the corresponding HODs.

**8. Incorporation of value education courses into the new curriculum.**

Resolved to incorporate Courses based on value education into the new curriculum.

Resolved to include Value Education based courses in either semester I or II for all programmes with 2 credits.

**9. Quality Enhancement Activities.**

❖ **Placement Classes and Industrial Visit:**

- ✓ Resolved to schedule placement classes for second year students from 30.01.2023 to 07.02.2023 and for third year students from 30.01.2023 to 01.02.2023 using external agency.
- ✓ Resolved to check the Guvi platform for placement classes and pass on the information to the students.
- ✓ Resolved to offer analytical skills training for the students based on the TCS Ninja questions.
- ✓ Resolved to compile TCS Ninja analytical skills questions in hard copy and the same is to be utilized for the training.
- ✓ Resolved to identify companies in IIT Research Park, National Research Institutes like ISRO or reputed industries in Chennai for Industrial visit

❖ **NAAC Awareness Program:**

- ✓ Resolved to conduct a NAAC awareness program to ensure quality in all aspects.

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- ✓ Resolved to encourage all the faculty members to equip themselves with new skills and tools for quality sustenance.
- ✓ Resolved to ensure that faculty attends at least one FDP for teaching new courses.

❖ **Internal Academic Audit**

Resolved to conduct Internal Academic Audit as a part of quality improvement.

❖ **External Academic Audit**

- ✓ Resolved to conduct external academic audit for all the department by the expert members.
- ✓ Departments such as CSE, ECE, AI&DS, AI&ML and EEE will have academic audit on 6<sup>th</sup> April 2023 by the external expert members
- ✓ The following documents are to be available for the academic audit
  - Teaching Learning Process related files,
  - Internal Assessment Question Paper and Evaluation Process,
  - End Semester Examination Question Paper, and so on.

Concluded the meeting 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**  
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Copy to:

**IQAC Chairperson/Principal, IQAC Director & Members**

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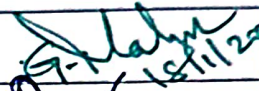

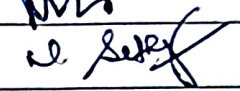
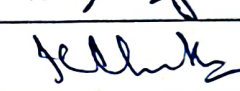
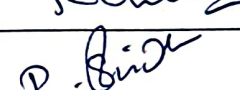


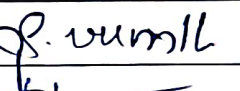
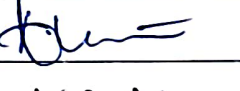
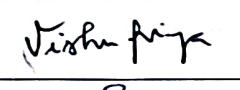
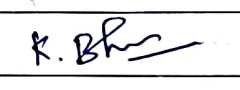
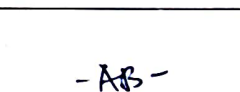
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## INTERNAL QUALITY ASSURANCE CELL

IFETCE/IQAC/2022-23/Meeting-03

Date: 18.01.2023

### 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	ASP/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. Vaithyanathan	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	- AB -
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	- AB -
14.	Director IQAC	Dr. S. Matilda	Vice Principal, Dean Academics	

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