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INTERNAL QUALITY ASSURANCE CELL

IFETCE/IQAC/2023-24/Meeting-03   **Date: 23.12.2023**

CIRCULAR

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

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: 03.01.2024

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. Course Outcome Evaluation and Assessment Methods
4. Mentoring and Counseling Sessions
5. Virtual Labs and Hands-On Learning
6. Remedial Classes and Quiz-Based Assessments
7. Implementation of Innovative Teaching Methodologies
8. Value-Added Courses and Student Engagement
9. Integration of Tools and Technology
10. Laboratory Readiness and Virtual Labs Integration

IQAC Coordinators

Principal 23/12/2023

Dr. **G. MAHENDRAN**, B.E., M.Tech., Ph.D.
PRINCIPAL
IFET College of Engineering
(An Autonomous Institution)
IFET Nagar, GANGARAMPALAYAM
Villupuram District - 605 108

To:

All Members/IQAC

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Minutes of the IQAC meeting held on 03.01.2024

Topic of the meeting: IQAC meeting	Meeting No: 3
Meeting date & Time: 03-01-2024 @ 11.00 AM Venue: IQAC	Host name with designation: Dr. S. Matilda, Dean (Academics)/IQAC Director

Previous meeting Follow-up: - This is a follow-up on the previous IQAC meeting, where several key areas for quality improvement were discussed.

- ✓ Ensure that all faculties are involved in the final stages of curriculum design. The updated curriculum will be reviewed at the next BOS meeting, and necessary changes will be implemented based on feedback.
- ✓ Continue building on research collaborations, ensuring faculty are informed about funding opportunities. A review of ongoing research projects will be conducted in the next meeting to track progress and outcomes.
- ✓ Ensure that feedback is collected consistently at the end of each semester. Address areas identified for improvement and track progress.

Minutes (3rd January 2024)

1. **Welcome and Opening Remarks**
   - ❖ IQAC Director welcomed the members and outlines the agenda of the meeting.

2. **Review of Action Taken Report**
   - ❖ Curriculum development initiatives are actively progressing with input from faculty members and external stakeholders. Regular workshops and meetings are being held to gather insights and finalize the updates.
   - ❖ Research collaborations and partnerships with external research bodies have been strengthened, leading to an increase in faculty participation in research activities. Several new partnerships are being formalized, and funding opportunities are being explored.
   - ❖ Feedback collection from students, faculty, and alumni is ongoing, and analysis is being conducted regularly. Key areas for improvement, including curriculum updates, teaching quality, and institutional facilities, have been identified.

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3. Course Outcome Evaluation and Assessment Methods

- ❖ Review and discuss the evaluation methods for Units 1-5 (IA1, IA2, model exams, quizzes).
- ❖ Implementation of assessments as per the course outcomes.

4. Mentoring and Counseling Sessions

- ❖ Reintroduction of library/counseling hours into the timetable.
- ❖ Expectations from mentors during counseling hours.
- ❖ Updating student profiles with end-semester results and actions taken.

5. Virtual Labs and Hands-On Learning

- ❖ Incorporation of virtual labs into the curriculum.
- ❖ Submission of the list of virtual labs to Mr.N.Sethuraman by January 10, 2024.
- ❖ Displaying hardware-based projects in the lab.

6. Remedial Classes and Quiz-Based Assessments

- ❖ Identifying students facing academic challenges (arrears, low CGPA, poor performance).
- ❖ Organizing online/offline remedial classes on Saturdays.
- ❖ Conducting quizzes with a minimum of 10 questions per unit as part of remedial classes.

7. Implementation of Innovative Teaching Methodologies

- ❖ Faculty members to implement innovative teaching methods for each unit.
- ❖ Documentation of the process and outcomes.
- ❖ Uploading recorded lessons to the LMS for sharing and reference.

8. Value-Added Courses and Student Engagement

- ❖ Promoting higher studies opportunities (GATE, GRE, etc.) among III and IV-year students.
- ❖ Encouraging students to take at least one NPTEL course per semester.

9. Integration of Tools and Technology

- ❖ Encouraging faculty to integrate tools within professional core courses to enhance learning outcomes.

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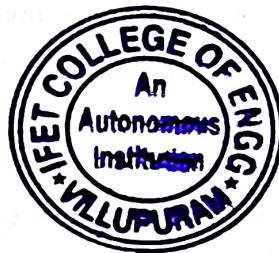
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10. Laboratory Readiness and Virtual Labs Integration

❖ Updating laboratory readiness reports to include virtual labs.

❖ HoDs to adhere to the new report format designed by the planning coordinator.

These initiatives are designed to continuously improve our academic practices, enhance student learning, and drive overall institutional growth. Your active participation and support in implementing these initiatives are crucial to maintaining our commitment to 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 College of Engineering
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IFET Nagar, GANGARAMPALAYAM,
Villupuram District - 605 108

Copy to:

IQAC Chairperson/Principal, IQAC Director

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IFETCE/IQAC/2023-24/Meeting-03   Date: 03.01.2024

Meeting Participants

S.No.	Designation	Name of the Members	Department	Signature
1.	Chairperson	Dr. G. Mahendran	Head of the Institution	
2.	Coordinator	Dr. P.Jacquline Rosy	Professor/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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