



Rajiv Gandhi College of Engineering and Technology

(Approved by AICTE & Affiliated to Pondicherry University)

(Accredited with 'A' Grade by NAAC)

(Sponsored by Sri Balaji Educational and Charitable Public Trust)

Pondy-Cuddalore Main Road, Kirumampakkam, Puducherry- 607403

Phone: 0413-2615309, 2615310 * E-mail: info@rgcetpdv.ac.in, iqac@rgcetpdv.ac.in * Website: www.rgcetpdv.ac.in

08-10-2018

CIRCULAR

This is to inform that Second meeting of IQAC-RGCET for the academic year 2018-19 is scheduled on 10th Oct 2018, in the Conference Room at 11.00 A.M All the embers are requested to attend the meeting. The details of the meeting are as follows:

Date: 10-10-2018

Time: 11.00 A.M

Venue: Conference Room, RGCET

The Proposed Agenda of IQAC Meeting:

- To read and conform of the Minutes of Previous meeting held on 06-06-2018.
- To discuss the University result analysis of Previous Semester.
- Syllabus Completion Status.
- Measure to take for the upcoming University Exam.
- AQAR Submission for the year 2017-18
- Suggestion for Training and Placement.
- Paper Publication in Scopus, Web of Science.
- Utilizing the strength of Alumni.
- Any other subject with the permission of Chair.

Your presence and input will contribute significantly to the success of this meeting. We look forward to a productive and collaborative IQAC meeting.

Principal,

Copy to:

All Members of IQAC



Dr. E.VIJAYAKRISHNA RAPA KA
B.Tech. (Mech.), M.Tech. (Energy), Ph.D. (IT Madras),
M.I.S.T.E., F.I.I.P.E., M.C.S.I., M.C.I.I.

PRINCIPAL

Rajiv Gandhi College of Engineering & Technology
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Minutes of Meeting

Sl. No	Agenda Points	Plan of Action	Responsibility
1.	To read and conform of the Minutes of Previous meeting held on 06-06-2018	Approved unanimously	-
2.	To discuss the University result analysis of Previous Semester.	The result announced by the Pondicherry University for UG and PG courses was appreciating level. The principal emphasis that the result can be further improved by conducting more Internal Test.	All the Departments
3.	Syllabus Completion Status	The IQAC Chairperson directed that the HoD's are ensure the syllabus completion for the current semester. If need special class may be arranged for the syllabus completion	All the Departments Head and Faculty
4.	Measure to take for the upcoming University Exam.	Students with less than 75% attendance need to be identified and necessary actions to be taken to improve the attendance by communicate same to the students and parent. Internal Test after every unit must be conducted and frequent class is important to identify slow and fast learners.	All the Departments Head and Faculty
5.	AQAR Submission for 2017-18	AQAR 2017-18 documents was verified and discussed to enter the same in the portal on or before 31/12/2019.	IQAC Coordinator
6.	Suggestion for Training	Since all the students performing well by the	Training and





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	and Placement	training conducted by the Training and placement Team.	placement officer
7.	Paper Publication in Scopus, Web of Science	The faculty members are advised to motivate the students to publish their project in Scopus, Web of Science. Students are encouraged to towards applying for copyright and Patents.	All the Departments Head and Faculty
8.	Utilizing the strength of Alumni.	IQAC suggested to arrange lectures and meeting by inviting Alumni students	All HoDs.

The meeting concluded with vote of thanks by the IQAC coordinator.


IQAC Coordinator


Principal



Dr. E.VIJAYAKRISHNA RAPAKA
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