



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

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03-06-2019

CIRCULAR

This is to inform that first meeting of IQAC-RGCET for the academic year 2019-20 is scheduled on 05th June 2019, in the Conference Room at 11.00 A.M All the members are requested to attend the meeting. The details of the meeting are as follows:

Date: 05-06-2019

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 08-05-2019.
- To discuss the Academic Planning for the fore coming semester.
- To start new Add-on and Value-added courses in the academic year 2019-20.
- Department Association Inaugural functions.
- AQAR Submission for 2018-19
- To discuss the organization of intra and inter-institutional workshops and seminars leading to quality improvement
- Code of Conduct for staff and Students.
- External Funding Proposals and staff publications.
- 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.

Copy to:

All Members of IQAC



Principal,

Dr. E. VIJAYAKRISHNA RAPAKA
B.Tech. (Mech.), M.Tech. (Energy) Ph.D. (IIT Madras),
M.I.S.T.E., F.I.I.P.E. M.C.S.I M.C.I.I
PRINCIPAL
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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 08-05-2019.	Approved unanimously	-
2.	To Discuss the Academic Planning for the fore coming semester	IQAC recommends the Heads of the department to prepare common academic calendar for UG and PG Courses based on the Pondicherry University academic calendar.	All HoD's
3.	To suggest new measures, courses & programs under IQAC to be conducted in the Academic year	<p>IQAC suggested the Heads of the Department and Training and Placement officers to suggest the value-added courses and skill-oriented courses stated in the stakeholders Feedback.</p> <p>To fill the gap of Academic needs of the industry and to provide placement for the students.</p> <p>Create an awareness among the students and staffs value added certification courses Spoken Tutorial, MOOC courses etc.,</p>	All HoD's, faculty, Training and Placement Team
4.	Department Association Inaugural functions	IQAC Directed the Heads of the department to conduct the Inaugural of Department of Associations and conduct seminar and workshop in trending areas by inviting chief Guest.	All HoD's
5.	AQAR Submission for 2018-19	The IQAC chairperson directed that all the department submit the details in the prescribed format for AQAR submission	All the Department Head and IQAC Members



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6.	To discuss the organization of intra and inter-institutional workshops and seminars leading to quality improvement	All the Heads of the Department will take the necessary steps for the arrangements of Guest Lecture, Hands on Training for the students. Also instruct to arrange industrial visit and Internship with the MoU signed companies. Special permission will be provided to students to other college's seminars and workshop related to their domain. To start various club, to enhance the student's learning activities.	All HoD's and faculty.
7.	Code of Conduct for staff and Students.	IQAC suggested to create policy for code of conduct for students and staff members	All the Department Head and IQAC Members
8.	External Funding Proposals and staff publications.	All the faculty members are advised to submit the research proposal to the funding agencies.	All Department faculty concern.

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


IQAC Coordinator




Principal

Dr. E.VIJAYAKRISHNA RAPAKA
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