



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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15-02-2021

CIRCULAR

This is to inform that Third meeting of IQAC-RGCET for the academic year 2020-21 is scheduled on 17th Feb 2021, 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: 17-02-2021.

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 05-10-2020.
- To discuss the Placement of the students
- Stakeholder's feedback collections.
- Department Association valedictory function.
- To discuss the University result analysis of Previous Semester.
- Measure to take for the upcoming University Exam
- 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 RAPA
B.Tech. (Mech.), M.Tech. (Energy), Ph.D. (IIT Madras),
M.I.S.T.E., F.I.I.R.E. M.C.S., M.C.I.I.
PRINCIPAL
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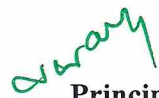
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Minutes of Meeting

Sl. No	Agenda Points	Plan of Action	Responsibility
1.	To read and conform of the Minutes of Previous meeting held on 05-10-2020	Approved unanimously	
2.	To discuss the Placement of the students	The Placement for UG and PG students was markable level. The principal directed the Placement team and Department HoD's to conduct achiever's day for final year students by inviting the parents	All the Departments Faculty and Placement Team
3.	Stakeholder's feedback collections.	Proposal for the stakeholder's feedback form - The Chairperson constitute the Department IQAC Members to prepare the feedback form for the stakeholders (Students, Alumni, Teachers and Employers) The Committee will submit the draft of feedback form to the IQAC	All the Departments Faculty and IQAC Members
4.	Department Association valedictory function	IQAC Directed the Heads of the department to conduct the valedictory of Department of Associations and appreciate the meritorious students with memento and certificate	All HoD's and Faculty members
5.	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

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


IQAC Coordinator


Principal



Dr. E.VIJAYAKRISHNA RAPAKA
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