



# 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

29-06-2021

## CIRCULAR

This is to inform that first meeting of IQAC-RGCET for the academic year 2021-22 is scheduled on 01<sup>st</sup> July 2021 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: 01-07-2021

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 19-05-2021.
- Precaution regarding Covid 19.
- To discuss the Academic Planning for the fore coming semester.
- To start new Add-on and Value-added courses in the academic year 2021-22.
- Department Association Inaugural functions.
- AQAR Submission for 2020-21
- Code of Conduct for staff and Students
- 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 RAPAKA**  
B.Tech. (Mech.), M.Tech. (Energy), Ph.D. (IT Medias),  
M.I.S.T.E., P.I.I.P.E., M.C.S., M.C.I.I.  
PRINCIPAL  
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Kirumampakkam, Puducherry - 607 402.



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## Minutes of the Meeting

Sl. No	Agenda Points	Plan of Action	Responsibility
1.	To read and conform of the Minutes of Previous meeting held on 19-05-2021.	Approved unanimously	-
2.	Precaution regarding Covid 19	IQAC Committee suggest the importance of covid precaution and advised to follow the guidelines of Ministry of health strictly.	
3.	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
4.	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
5.	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 in online mode.	All HoD's



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6.	AQAR Submission for 2019-20	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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The meeting concluded with vote of thanks by the IQAC coordinator.

  
IQAC Coordinator



  
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.O.S.I.M.C.I.I.  
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