

RAJIV GANDHI COLLEGE OF ENGINEERING AND TECHNOLOGY

Kiurmampakkam, Puducherry-607 403

RG CET/CIR/2024/18

09.08.2024

CIRCULAR

Sub: Visit of Prof. Carounanidy Usha, Director-Accreditation, SBV IQAC Coordinator, SBVU for NAAC Assessment-Reg.

This is to formally notify all concerned that Prof. Carounanidy Usha, Director-Accreditation, SBV IQAC Coordinator, SBVU, will be visiting our Institute on **14 August 2024** for the purpose of assessing the preparation and completion of work related to the National Assessment and Accreditation Council (NAAC) process.

Purpose of Visit:

The purpose of this visit is to review and evaluate the Institute's compliance with NAAC's Qualitative and Quantitative Criterion. This assessment is critical for our continued accreditation and reputation. It is imperative that all required documents and evidence are in place, complete, and ready for inspection.

Action Required:

QAC Members:

- Review all documents and data related to the Internal Quality Assurance Cell (IQAC) activities.
- Ensure that records of meetings, action plans, and outcomes are up-to-date.
- Prepare a summary report of the IQAC activities for presentation.

Heads of Departments (HODs):

- Ensure that all departmental documents pertaining to curriculum delivery, faculty performance, student achievements, and other NAAC-related criteria are fully prepared.
- Coordinate with the respective departmental teams to verify the accuracy and completeness of data submitted for NAAC evaluation.

Section Heads:

- Prepare and organize documentation relevant to your sections, including administrative records, support services, and any other criterion-specific documents required by NAAC.
- Ensure that all records are accessible and organized for easy retrieval during the visit.

Meeting Schedule:

- A meeting has been scheduled on **14 August 2024 at 10:00 a.m.** in the Conference Hall. All IQAC Members, HODs, Section Heads, and other relevant staff are required to attend this meeting without fail. The meeting will cover the following:
- Briefing by Prof. Carounanidy Usha on the expectations and requirements for the NAAC assessment.
- Review of the documentation and evidence prepared by the respective departments and sections.
- Discussion on any gaps or improvements needed before the final assessment.

Important Notes:

- Punctuality is crucial. Kindly ensure you are present at the venue before the scheduled time.
- Please bring all relevant documents and reports to the meeting for discussion and review.
- In case of any difficulties in preparing the required documents, kindly inform the IQAC Coordinator immediately for assistance.

The successful completion of this assessment is of paramount importance to our Institute's accreditation status. Your dedication and thorough preparation are essential to ensuring that we meet the stringent requirements set forth by NAAC.

We trust that you will approach this task with the seriousness it warrants and look forward to your full cooperation in this endeavour.

Copy to:

1. Vice-Principal (Academic)
2. All IQAC Members
3. All other staff members concerned
4. Digital Copy to the Website incharge to host in College Website
5. The File.


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.T.
PRINCIPAL
Rajiv Gandhi College of Engineering & Technology
Pondy - Cuddalore Main Road,
Kirumampakkam, Puducherry - 607 402.