



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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06-05-2019

CIRCULAR

This is to inform that fourth meeting of IQAC-RGCET for the academic year 2018-19 is scheduled on 08th May 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: 08-05-2019

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 07-02-2019
- To discuss the Stakeholder's feedback collections
- To discuss the Teaching staff recruitment.
- Admission and Placement strategic Plan
- Internship and Training for 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.

Copy to:

All Members of IQAC




Principal

Dr. E. VIJAYAKRISHNA RAPAKA
B.Tech. (Mech.), M.Tech. (Energy), Ph.D. (IT Madras),
M.I.S.T.E., F.I.I.P.E., M.C.S., I.T.
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 07-02-2019.	Approved unanimously	
2	To discuss the Stakeholder's feedback collections	Stakeholder's feedback collections were verified and discussed. The necessary action suggested and taken should be communicated to the authorities	IQAC Coordinator
3	To discuss the Teaching staff recruitment.	The Committee issued the directions to HoDs for academic load distribution among the faculty for the coming semester. Any short falls intimate the same to concern	All the Department Heads.
4	Admission and Placement strategic Plan for 2019-20	Each Department Head identify and assign a staff for admission and Placement team	
5	Internship and Training for Students.	All the Department Heads are ensuring the students by completing the Internship during their summer vacation	All the Department Heads.

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


IQAC Coordinator




Principal

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