



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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01-10-2019

CIRCULAR

This is to inform that Second meeting of IQAC-RGCET for the academic year 2019-20 is scheduled on 04th Oct 2019, 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: 04-10-2019.

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 05-06-2019.
- To discuss the University result analysis of Previous Semester.
- Syllabus Completion Status
- Measure to take for the upcoming University Exam.
- AQAR Submission for 2018-19
- Suggestion for Training and Placement.
- Paper Publication in Scopus, Web of Science
- To discuss about college annual day and Sport day
- 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 Madras),
M.I.S.T.E., F.I.I.P.E., M.C.S.
PRINCIPAL
Rajiv Gandhi College of Engineering & Technology
Pondy - Cuddalore Main Road,
Kirumampakkam, Puducherry - 607 402.



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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 05-06-2019.	Approved unanimously	-
2.	To discuss the University result analysis of Previous Semester.	The result announced by the Pondicherry University for UG and PG courses was appreciating level. The principal emphasis that the result can be further improved by conducting more Internal Test and remedial classes.	All the Departments
3.	Syllabus Completion Status	The IQAC Chairperson directed that the HoD's are ensure the syllabus completion for the current semester. If need special class may be arranged for the syllabus completion	All the Departments Head and Faculty
4.	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
5.	AQAR Submission for 2018-19	AQAR 2018-19 documents was verified and discussed to enter the same in the portal	IQAC Coordinator



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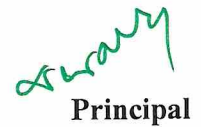
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		on or before 31/12/2019	
6.	Suggestion for Training and Placement	Since all the students performing well by the training conducted by the Training and placement Team.	Training and placement officer
7.	Paper Publication in Scopus, Web of Science	The faculty members are advised to motivate the students to publish their project in Scopus, Web of Science. Students are encouraged to towards applying for copyright and Patents.	All the Departments Head and Faculty
8.	To discuss about college annual day and Sport Day.	Principal suggested that to conduct a College Annual day, Sports day and convocation for the 2017 passed batch in our college premises in the month of March	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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