



# 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@rgcetpdy.ac.in, iqac@rgcetpdy.ac.in \* Website:www.rgcetpdy.ac.in

25-05-2020

## CIRCULAR

This is to inform that fourth meeting of IQAC-RGCET for the academic year 2019-20 is scheduled on 27<sup>th</sup> 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: 27-05-2020.

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 05-02-2020.
- To discuss the Stakeholder's feedback collections.
- Review of the Precaution regarding Covid-19
- To discuss the Teaching staff recruitment.
- To discuss about Laboratory requirement
- Admission and Placement strategic Plan
- 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. (Madras),  
M.I.S.T.E., F.I.I.P.E. (Mech.), F.I.I.T.  
**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 05-02-2020.	Approved unanimously	
2.	To discuss the Stakeholder's feedback collections	Stakeholder's feedback collections were delayed due to covid-19. The collection of stakeholders feedback after the covid breakdown taken and communicate same 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 for new recruitment needed.	All the Department Heads.
4.	To discuss about Laboratory and library requirement	Stock of laboratory and library has to be verified before the vacation. After the completion of stock verification, deficiency and transfer details in the specified format has to be submitted.  Purchase of the consumable and non-consumable components will be completed before the next academic year starts.	All the Department Heads., laboratory and library Incharges
5.	Admission and Placement	Each Department Head	



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	strategic Plan	identify and assign a staff for admission and Placement team	
6.	Review of the Precaution regarding Covid-19	<p>The committee reviewed the precautionary measures adopted during Covid-19 and found them satisfactory. However, the head of the institute will ensure the guidelines issued by the government from time to time.</p> <p>The faculty members and students are advised to attend the online FDP and courses to during Covid -19.</p>	All the Faculty

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

  
IQAC Coordinator

  
Principal



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