

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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29-06-2020

CIRCULAR

This is to inform that first meeting of IQAC-RGCET for the academic year 2020-21 is scheduled on 01st July 2020 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: 01-07-2020.

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 27-05-2020.
- To postpone the convocation for the 2017 passed out batch.
- 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 2020-21.
- Department Association Inaugural functions.
- AQAR Submission for 2019-20.
- To create Google classroom with @rgcet.edu.in
- 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 (IIT Madras),
M.S.T.E., F.I.I.P.E., M.C.S.I., M.C.I.I.
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 27-05-2020.	Approved unanimously	-
2.	To Postpone the convocation for the 2017 passed out batch.	Due to Covid 19 the convocation for the 2017 passed out batch stand postponed.	
3.	Precaution regarding Covid 19	IQAC Committee suggest the importance of covid precaution and advised to follow the guidelines of Ministry of health strictly.	
4.	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
5.	To suggest new measures, courses & programs under IQAC to be conducted in the Academic year	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. To fill the gap of Academic needs of the industry and to provide placement for the students. Create an awareness among the students and staffs value added certification courses Spoken Tutorial, MOOC courses etc.,	All HoD's, faculty, Training and Placement Team
6.	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	All HoD's

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		inviting chief Guest in online mode.	
7.	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.
8.	To create Google classroom with @rgcet.edu.in	The IQAC chairperson directed that all the department HoD create the Google classroom for taking the online class and sharing the materials for the students	All the Department Head and System Admin.

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


IQAC Coordinator


Principal

Dr. E.VIJAYAKRISHNA RAPAKA
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