



# Rajiv Gandhi College of Engineering and Technology

(Approved by AICTE & Affiliated to Pondicherry University)

(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](mailto:info@rgcetpdy.ac.in), [iqac@rgcetpdy.ac.in](mailto:iqac@rgcetpdy.ac.in) \* Website: [www.rgcetpdy.ac.in](http://www.rgcetpdy.ac.in)

01-07-2024

## CIRCULAR

This is to inform you that first meeting of IQAC-RGCET for the academic year 2024-25 is scheduled on 03-07-2024, 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: 03-07-2024

Time: 11.00 A.M

Venue: Conference Room, RGCET

The Proposed Agenda of IQAC Meeting:

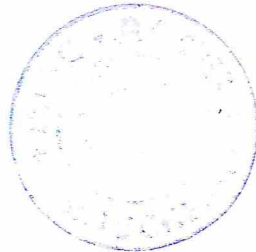
- To read and conform of the Minutes of Previous meeting held on 22-04-2024.
- To Discuss the Academic Planning for the fore coming semester.
- To suggest new measures, courses & programs under IQAC to be conducted in the Academic Year 2024-25.
- To Conduct Internal Promotion for faculty through CAS and direct recruitment
- To discuss about the Department Association activities and programs to be conducted with functioning MoU signed organization.
- To Verify the NAAC Document
- To discuss the Possibilities of Innovation Teaching Methods.
- To discuss the shortfall of Academic and administrative audit.
- 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





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Sl. No	Agenda Points	Plan of Action	Responsibility
1.	To read and conform of the Minutes of Previous meeting held on 17-05-2023	Approved unanimously	-
2.	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
3.	To suggest new measures, courses & programs under IQAC to be conducted in the Academic Year 2023-24.	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.	All HoD's and Training and Placement Team
4.	To Conduct Internal Promotion for faculty through CAS and direct recruitment	All the faculty members are requested to appear before the screening committee for their internal promotion.	All faculty members
5.	To discuss about the Department Association activities and programs to be conducted with functioning MoU signed organization.	IQAC Chairman Directed IQAC team and Heads of the department instruct to conduct the Inaugural of Department of Associations and conduct seminar and workshop in trending areas.	All HoD's



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6.	To Verify the NAAC Document	The Chairman of IQAC instruct all the IQAC members verify all the document before uploading to the NAAC Portal	All HoD's and IQAC members
7.	To discuss the Possibilities of Innovation Teaching Methods	All the Heads of the Department will take the necessary steps for the arrangements of Guest Lecture, Hands on Training for the students. Also instruct to arrange industrial visit and Internship with the MoU signed Companies	All HoD's
8.	To discuss the shortfall of Academic and administrative audit.	All the Heads and Faculty members are instructed to rectify the shortfall according to the External academic audit agency	All the Department Heads and Faculty members

  
IQAC Co-ordinator

  
Principal



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## MINUTES OF MEETING

<b>Name of the meeting</b>		IQAC Meeting	
<b>Venue</b>		Conference Room	
<b>Date</b>		03-07-2024	
<b>Time</b>		11.00 A.M	
<b>Members Present</b>			
<b>Name</b>	<b>Signature</b>	<b>Name</b>	<b>Signature</b>
Dr. E. Vijayakrishna Rapaka		Mr. T. Rajanbabu	
Dr. K. Ayyappan		Dr. N. Sinouvassane	
Dr. K. B. Renukadevi		Mr. S. Suryaprasath	
Dr. A. Maria Jayaprakash		Ms. V. Shree Samyuktha	
Dr. R.G. Suresh Kumar		Mr. B. Padhmanabban	
Dr. J. Juno Jasmine		Mr. M. Kowshikraj	
Dr. B. Rameshe		Mr. S. Aravind Kumaran	
Mr. R. Vinoth Kumar		Mr. R. Ramesh	
Mr. R. Senthil Kumar		Dr. P.Elavarasan	
Mr. K. Balajanagaraman			