



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

21-10-2024

CIRCULAR

This is to inform that Second meeting of IQAC-RGCET for the academic year 2024-25 is scheduled on 24-10-2024, 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: 24-10-2024


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 03-07-2024
- To discuss the University result analysis of Previous Semester.
- NAAC Preparation and progress details
- Syllabus Completion Status
- Measure to take for the upcoming University Exam.
- Suggestion for Training and Placement.
- Paper Publication in Scopus, Web of Science.
- Applying for New courses for the academic year 2025-26
- 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 03-07-2024.	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.	All the Departments
3.	NAAC Preparation and progress details	All the department heads are advised to update the progression in the NAAC document preparation and address the short fall to rectify for progression.	All the Departments
4.	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
5.	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	All the Departments Head and Faculty



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		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.	
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.	Applying for New courses for the academic year 2025-26	Based on the stakeholder's feedback and technology growth the college willing to apply for the new Hence all the heads are requested to provide the necessary support in preparing the document for state government inspection.	IQAC Co-Ordinator and Department Heads


IQAC Co-ordinator


Principal



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MINUTES OF MEETING

Name of the meeting		IQAC Meeting	
Venue		Conference Room	
Date		24-10-2024	
Time		11.00 A.M	
Members Present			
Name	Signature	Name	Signature
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			