NOTICE

Date: 15/06/2023

The members of IQAC are hereby informed that the first meeting of IQAC for the academic year 2023-24 is scheduled for 22/06/2023 at the Principal's room. All members are requested to be present at 2:30 PM to discuss the following agenda:

Agenda

1. To review and confirm the minutes of the previous meeting and the action taken report.
2. To discuss and approve the academic calendar for the academic year 2023-24.
3. To approve the master timetable for the current academic year.
4. To approve the list of faculty members in charge of various clubs, cells, and committees for this academic year.
5. To introduce new certificate courses for the current academic year.
6. To discuss the organization of a class on the National Education Policy (NEP).
7. To plan the activities to be conducted by the Institution Innovation Council (IIC).
8. To review and approve the IQAC composition in accordance with the new guidelines.
9. To review the progress of ongoing quality enhancement initiatives in the institution.

15/6/23

IQAC-COORDINATOR

MINUTES OF IQAC MEETING

Meeting NO: 1

Date: 22/06/2023

The first meeting of the Internal Quality Assurance Cell (IQAC) at St. Peter's College of Engineering and Technology, Avadi, Chennai-54 for the academic year 2023-24 was held on 22/06/2023 at 2:30 PM in the Principal's room. The meeting was chaired by the respected Principal, Dr.S. Nandha Kumar. Dr. P. Preethy Rebecca, IQAC Coordinator, delivered the welcome address to the Principal and the IQAC members. The agenda items were discussed, and it was unanimously resolved to implement them. The meeting concluded at 4:30 PM with a vote of thanks.

Sl No	Agenda	Resolution
1.	To review and confirm the minutes of the previous meeting and the action taken report	The minutes of the previous meeting were read by the IQAC Coordinator and were confirmed. The action taken report, as per the minutes, was discussed in the meeting.
2.	To discuss and approve the academic calendar for the academic year 2023-24	The academic calendar for the academic year 2023-24 was discussed and approved.
3.	To approve the master timetable for the current academic year	The master timetable for the academic year was reviewed and approved.
4.	To approve the list of faculty members in charge of various clubs, cells, and committees for this academic year	The list of faculty members in charge of various clubs, cells, and committees for the academic year was reviewed and approved.

5.	To introduce new certificate courses for the current academic year	It was decided to introduce new certificate courses and encourage students to participate in relevant programs.
6.	To discuss the organization of a class on the National Education Policy (NEP)	It was decided to organize a class on NEP, and a tentative schedule was planned and prepared.
7.	To plan the activities to be conducted by the Institution Innovation Council (IIC)	The activities to be conducted by the IIC were discussed, and plans were made for implementation.
8.	To review and approve the IQAC composition in accordance with the new guidelines	The IQAC composition, as per the new guidelines, was reviewed and approved.
10.	To review the progress of ongoing quality enhancement initiatives in the institution	The progress of ongoing quality enhancement initiatives was reviewed, and further improvements were discussed.

IQAC COORDINATOR

PRINCIPAL

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NOTICE

Date: 08/09/2023

The members of IQAC are hereby informed that the second meeting of IQAC for the academic year 2023-24 is scheduled for 15/09/2023 at the Principal's room. All members are requested to be present at 2:30 PM to discuss the following agenda:

Agenda

1. To review and confirm the minutes of the previous meeting and the action taken report.
2. To review and discuss the action plans for various departments, clubs, cells, etc., for the academic year 2023-24.
3. To review the AQAR criteria-wise distribution and action plan.
4. To discuss the conduct of internal examinations.
5. To plan and organize seminars, workshops, and similar events.
6. To discuss student-related project works.
7. To analyze the university examination results from the previous year.
8. To discuss NIRF, AISHE, and the annual report.
9. To plan the induction program for first-year students.

8/9/23

IQAC-COORDINATOR

MINUTES OF IQAC MEETING

Meeting NO: 2

Date: 15/09/2023

The second meeting of the Internal Quality Assurance Cell (IQAC) at St. Peter's College of Engineering and Technology, Avadi, Chennai-54 for the academic year 2023-24 was held on 15/09/2023 at 2:30 PM in the Principal's room. The meeting was chaired by the respected Principal, Dr. S.Poornachandra. Dr. P. Preethy Rebecca, IQAC Coordinator, delivered the welcome address to the Principal and the IQAC members. The agenda items were discussed, and it was unanimously resolved to implement them. The meeting concluded at 4:30 PM with a vote of thanks.

Sl No	Agenda	Resolution
1.	To review and confirm the minutes of the previous meeting and the action taken report	The minutes of the previous meeting were read by the IQAC Coordinator and were confirmed. The action taken report, as per the minutes, was discussed in the meeting.
2.	To review and discuss the action plans for various departments, clubs, cells, etc., for the academic year 2023-24	The action plans for various departments, clubs, and cells for the academic year 2023-24 were reviewed and discussed. All departments were encouraged to implement their plans effectively.
3.	To review the AQAR criteria-wise distribution and action plan	The AQAR criteria-wise distribution and action plan were reviewed, and the necessary steps were outlined for timely submission.
4.	To discuss the conduct of internal examinations	The procedure for conducting internal examinations was discussed, with emphasis on improving transparency and efficiency.
5.	To plan and organize seminars, workshops, and similar events	It was decided to organize seminars, workshops, and related events to enhance learning and skill development for students and faculty.

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6.	To discuss student-related project works	Discussions were held on the student-related project works, and it was decided to encourage interdisciplinary projects and research initiatives.
7.	To analyze the university examination results from the previous year	The university examination results from the previous year were analyzed, and necessary corrective measures were proposed to improve performance.
8.	To discuss NIRF, AISHE, and the annual report	The NIRF, AISHE, and annual report were discussed. It was decided to focus on data collection and improvement in relevant areas to ensure better rankings and reporting.
9.	To plan the induction program for first-year students	The induction program for first-year students was planned, and a tentative schedule was prepared to ensure smooth integration into college life.

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NOTICE

Date: 5/12/2023

The members of IQAC are hereby informed that the third meeting of IQAC for the academic year 2023-24 is scheduled for 12/12/2023 at the Principal's room. All members are requested to be present at 2:30 PM to discuss the following agenda:

Agenda

1. To review and confirm the minutes of the previous meeting and discuss the action taken report.
2. To discuss potential collaborations and the process of obtaining MoUs with external academic and research institutions, as well as companies.
3. To organize a seminar on recent technological advancements.
4. To discuss the preparation of the AQAR (Annual Quality Assurance Report).
5. To gather data on student progression and placements for the previous year.
6. To plan and conduct remedial coaching sessions for students.
7. To discuss career and placement advancement initiatives.
8. To plan and organize celebrations for national/international days.
9. To organize faculty enrichment programs under the guidance of IQAC.

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MINUTES OF IQAC MEETING

Meeting No: 3

Date: 12/12/2023

The third meeting of the Internal Quality Assurance Cell (IQAC) at St. Peter's College of Engineering and Technology, Avadi, Chennai-54 for the academic year 2023-24 was held on 12/12/2023 at 2:30 PM in the Principal's room. The meeting was chaired by the respected Principal, Dr. S.Poornachandra. Dr. P. Preethy Rebecca, IQAC Coordinator, delivered the welcome address to the Principal and the IQAC members. The agenda items were discussed, and it was unanimously resolved to implement them. The meeting concluded at 4:15 PM with a vote of thanks.

Sl No	Agenda	Resolution
1.	To review and confirm the minutes of the previous meeting and the action taken report	The minutes of the previous meeting were read by the IQAC Coordinator and were confirmed. The action taken report, as per the minutes, was discussed in the meeting.
2.	To discuss potential collaborations and the process of obtaining MoUs with external academic and research institutions, as well as companies	It was decided to initiate discussions with potential academic and research institutions, as well as companies, to explore and establish MoUs.
3.	To organize seminars on recent technological advancements	It was resolved to organize a seminar focusing on recent technological advancements, with a tentative date and speakers to be finalized.
4.	To discuss the preparation of the AQAR (Annual Quality Assurance Report)	The preparation of the AQAR was discussed, and it was decided to assign tasks to relevant departments for timely submission.
5.	To gather data on student progression and placements for the previous year	The collection of student progression and placement data for the previous year was authorized, and the relevant departments were instructed to compile and submit the data.

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6.	To plan and conduct remedial coaching sessions for students	It was decided to conduct remedial coaching sessions for students who need additional academic support. A schedule will be prepared soon.
7.	To discuss career and placement advancement initiatives	The meeting discussed various career and placement advancement initiatives, and it was agreed to strengthen existing programs and introduce new initiatives for student benefit.
8.	To plan and organize celebrations for national/international days	It was decided to plan and organize celebrations for national and international days, with each event to be managed by a designated committee.
9.	To organize faculty enrichment programs under the guidance of IQAC	It was resolved to organize faculty enrichment programs focusing on professional development, with topics to be decided in upcoming meetings.

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NOTICE

Date: 01/03/2024

The members of IQAC are hereby informed that the meeting of IQAC for the academic year 2023-24 is scheduled for 07/03/2024 at the Principal's room. All members are requested to be present at 2:30 PM to discuss the following agenda:

Agenda

1. To review and confirm the minutes of the previous meeting and discuss the action taken report.
2. To discuss the collection of feedback from stakeholders.
3. To encourage students to complete NPTEL courses as a local chapter in SWAYAM-NPTEL.
4. To organize an international conference.
5. To discuss the signing of new MoUs for student training, skill development courses, career orientation programs, student internship training, professional training services, and student projects.
6. To establish quality objectives for academic activities.
7. To discuss reforms in the internal examination system.
8. To define the scope and objectives of class committee meetings.
9. To review the data collection and maintenance practices in departments by IQAC.

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MINUTES OF IQAC MEETING

Meeting No: 4

Date: 07/03/2024

The fourth meeting of the Internal Quality Assurance Cell (IQAC) at St. Peter's College of Engineering and Technology, Avadi, Chennai-54 for the academic year 2023-24 was held on 07/03/2024 at 2:30 PM in the Principal's room. The meeting was chaired by the respected Principal, Dr. S.Poornachandra. Dr. P. Preethy Rebecca, IQAC Coordinator, delivered the welcome address to the Principal and the IQAC members. The agenda items were discussed, and it was unanimously resolved to implement them. The meeting concluded at 4:15 PM with a vote of thanks.

Sl No	Agenda	Resolution
1.	To review and confirm the minutes of the previous meeting and the action taken report	The minutes of the previous meeting were read by the IQAC Coordinator and were confirmed. The action taken report, as per the minutes, was discussed in the meeting.
2.	To discuss the collection of feedback from stakeholders	It was decided to implement a structured approach to collect feedback from stakeholders, including students, faculty, and external partners, to improve academic and administrative functions.
3.	To encourage students to complete NPTEL courses through the college's local chapter in SWAYAM-NPTEL	The decision was made to actively encourage students to complete NPTEL courses through the college's local SWAYAM-NPTEL chapter, with mentors providing support and guidance in course selection.
4.	To conduct an international conference	It was resolved to proceed with the international conference as planned, with the dates and other details already finalized. The discussion focused on the arrangements and steps required to successfully conduct the conference on the planned date.

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5.	To discuss the signing of new MoUs for student training, skill development courses, career orientation programs, student internship training, professional training services, and student projects	The signing of new MoUs with relevant academic and industry partners was discussed. It was agreed to initiate talks with potential organizations to provide students with enhanced training and development opportunities.
6.	To establish quality objectives for academic activities	It was decided to set specific quality objectives for academic activities in alignment with institutional goals, focusing on continuous improvement and student success.
7.	To discuss reforms in the internal mark calculation system	Reforms in the internal mark calculation system were discussed, including enhancing transparency and ensuring timely assessments. A proposal for changes will be submitted for review.
8.	To define the scope and objectives of class committee meetings	The scope and objectives of class committee meetings were clearly defined, with an emphasis on improving student-teacher interaction and academic performance monitoring.
9.	To review the data collection and maintenance practices in departments by IQAC	The data collection and maintenance practices in departments were reviewed. It was decided to standardize processes for better management and reporting of academic and administrative data.

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NOTICE

Date: 23/04/2024

The members of IQAC are hereby informed that the meeting of IQAC for the academic year 2023-24 is scheduled for 02/05/2024 at the Principal's room. All members are requested to be present at 2:30 PM to discuss the following agenda:

Agenda

1. To review and confirm the minutes of the previous meeting and the action taken report
2. To organize capacity-building programs for both teaching and non-teaching staff of the institution
3. To conduct a talent search program for final-year students under the leadership of the Career Guidance and Placement Cell of the college
4. To discuss the completion and submission of the AQAR (Annual Quality Assurance Report)
5. To promote library awareness among students
6. To strengthen the Training & Placement (T&P) activities and arrange industrial training for students
7. To emphasize the importance of in-house interdisciplinary projects and research papers
8. To focus on the implementation of Outcome-Based Education (OBE)
9. To discuss the increase in intake for various departments
10. To establish activity benchmarks for all departments

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MINUTES OF IQAC MEETING

Meeting No: 5

Date: 02/05/2024

The fifth meeting of the Internal Quality Assurance Cell (IQAC) at St. Peter's College of Engineering and Technology, Avadi, Chennai-54 for the academic year 2023-24 was held on 02/05/2024 at 2:30 PM in the Principal's room. The meeting was chaired by the respected Principal, Dr. S.Poornachandra. Dr. P. Preethy Rebecca, IQAC Coordinator, delivered the welcome address to the Principal and the IQAC members. The agenda items were discussed, and it was unanimously resolved to implement them. The meeting concluded at 4:15 PM with a vote of thanks.

Sl No	Agenda	Resolution
1.	To review and confirm the minutes of the previous meeting and the action taken report	The minutes of the previous meeting were read by the IQAC Coordinator and were confirmed. The action taken report, as per the minutes, was discussed in the meeting.
2.	To organize capacity-building programs for both teaching and non-teaching staff of the institution	It was resolved to organize capacity-building programs aimed at enhancing the skills and competencies of both teaching and non-teaching staff, with a detailed schedule to be prepared.
3.	To conduct a talent search program for final-year students under the leadership of the Career Guidance and Placement Cell of the college	The decision was made to conduct a talent search program for final-year students under the guidance of the Career Guidance and Placement Cell, to identify and nurture student potential for future career opportunities.
4.	To discuss the completion and submission of the AQAR (Annual Quality Assurance Report)	It was decided to prioritize the completion and timely submission of the AQAR, with assigned responsibilities for data collection and reporting to ensure accuracy and compliance.

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5.	To promote library awareness among students	It was resolved to promote library awareness among students through various initiatives, including workshops and orientation sessions to maximize the use of library resources.
6.	To strengthen the Training & Placement (T&P) activities and arrange industrial training for students	It was agreed to strengthen the T&P activities and to arrange industrial training for students, providing them with hands-on experience to enhance their employability.
7.	To emphasize the importance of in-house interdisciplinary projects and research papers	The meeting emphasized the importance of promoting in-house interdisciplinary projects and research papers, encouraging collaboration among departments to foster innovation.
8.	To focus on the implementation of Outcome-Based Education (OBE)	It was resolved to promote library awareness among students through various initiatives, including workshops and orientation sessions to maximize the use of library resources. outcomes are clearly defined and assessed
9.	To discuss the increase in intake for various departments	The increase in intake for various departments was discussed, and it was decided to explore the feasibility and requirements to accommodate additional students in the upcoming academic year.
10.	To establish activity benchmarks for all departments	It was decided to establish activity benchmarks for all departments, ensuring that each department meets specific academic, research, and extracurricular goals set for continuous improvement.

IQAC COORDINATOR

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