

**St. PETER'S COLLEGE OF ENGINEERING AND TECHNOLOGYVADI,
CHENNAI – 600 054**

INTERNAL QUALITY ASSURANCE CELL

RefNo: SPCET / PRI / CIR / 2022 – 2023/ IQAC

Date:02.06.2022

Notice for IQAC Meeting

A meeting of the Internal Quality Assurance Cell (IQAC) of St.Peter's College of Engineering and Technology will be convened at 11.00 am on 8.06.2022 at the Conference Room. All the members are requested to attend the meeting.

AGENDA

1. Review of previous meeting
2. NAAC Documentation
3. Academic calendar for AY 2022-23 odd semester
4. Benchmark of academic activity for AY 2022-23
5. Research and development
6. Placement activity


Principal & Chairman (IQAC)

To

All IQAC members

Copy to

Director/Dean/secretary
Chairperson/ Trustee

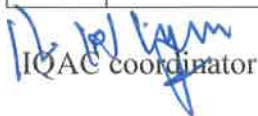
St. PETER'S COLLEGE OF ENGINEERING AND TECHNOLOGY
AVADI, CHENNAI – 600 054

INTERNAL QUALITY ASSURANCE CELL

08.06.2022

MINUTES OF MEETING AND ACTION TAKEN REPORT

S.No	Agenda	Discussion	Decision and action taken	Responsibility
1	Review of previous meeting	Minutes of last meeting reviewed and approved	The documents submitted by the coordinator passed for implementation	IQAC coordinator
2	NAAC Documentation	IIQA submission Status of documents collection of each criteria	IIQA submitted Instruction given to criteria coordinator to complete documentation process before January 2023 to upload the NAAC SSR	IQAC coordinator and criterion coordinator
3	Academic calendar	Institution calendar and department calendar	Academic calendar for AY 2022 -2023 even semester planned and finalized	Head of institution and Head of the department
4	Benchmark for the AY 2022-2023	Detailed discussion were made in all criteria regarding benchmark for each criteria	Benchmark for the AY 2022-2023 finalized	Head of institution and Head of the department
5	Research and development	Detail discussion were made regarding Research and development	Ph.D holders are informed to apply at least one proposal	Head of the department
6	Placement activity	Training program for final year students	Details of training program and dates are finalized	Placement coordinator and Head of the department
	Vote of thanks	On behalf of IQAC Dr.R.Murugan conveyed vote of thanks .		


IQAC coordinator


Chairperson
08/06/22

**St. PETER'S COLLEGE OF ENGINEERING AND TECHNOLOGYVADI,
CHENNAI – 600 054**

INTERNAL QUALITY ASSURANCE CELL

Ref No: SPCET / PRI / CIR / 2023 – 2024/ IQAC

Date:16.11.2022

Notice for IQAC Meeting

A meeting of the Internal Quality Assurance Cell (IQAC) of St.Peter's College of Engineering and Technology will be convened at 11.00 am on 20.11.2022 at the Conference Room. All the members are requested to attend the meeting.

AGENDA

1. Review of previous meeting
2. NAAC documentation process
3. Academic calendar for AY 2022-23 even semester
4. Benchmark of academic activity for AY 2022-23 even semester
5. Research and development
6. Values added course


Principal & Chairman (IQAC)
16/11/2022

To

All IQAC members

Copy to

Director/Dean/secretary
Chairperson/ Trustee

St. PETER'S COLLEGE OF ENGINEERING AND TECHNOLOGY
AVADI, CHENNAI – 600 054

INTERNAL QUALITY ASSURANCE CELL

20.11.2022

MINUTES OF MEETING AND ACTION TAKEN REPORT

S.No	Agenda	Discussion	Decision and action taken	Responsibility
1	Review of previous meeting	Minutes of last meeting reviewed and approved	The documents submitted by the coordinator passed for implementation	IQAC coordinator
2	NAAC Documentation	Status of documents collection of each criteria is discussed	Instruction given to criteria coordinator to complete documentation process before January 2023 to upload the NAAC SSR	IQAC coordinator and criterion coordinator
3	Academic calendar AY 2022-2023 even semester	Institution calendar and department calendar	Academic calendar for AY 2022 -2023 even semester planned and finalized	Head of institution and Head of the department
4	Benchmark of academic activity for AY2022-2023 even semester	Detail discussion were made regarding benchmark of academic activity for AY2022-203	Benchmark for the academic year finalized	Head of institution and Head of the department
5	Research and development	Detail discussion were made regarding Research and development	Ph.D holders are informed to apply at least one proposal	Head of the department
6	Values added course	Detailed discussion were made regarding value added course and	Details of value added course and dates are finalized	Head of department
	Vote of thanks	On behalf of IQAC Dr.R.Murugan conveyed vote of thanks .		


IQAC coordinator


Chairperson

**St. PETER'S COLLEGE OF ENGINEERING AND TECHNOLOGYVADI,
CHENNAI – 600 054**

INTERNAL QUALITY ASSURANCE CELL

Ref No: SPCET / PRI / CIR / 2022 – 2023/ IQAC

Date:16.02.2023

Notice for IQAC Meeting

A meeting of the Internal Quality Assurance Cell (IQAC) of St.Peter's College of Engineering and Technology will be convened at 11.00 am on 22.02.2023 at the Conference Room. All the members are requested to attend the meeting.

AGENDA

1. Review of previous meeting
2. NAAC documentation process
3. Completion status of Benchmark of AY 2022-2023
4. Feedback from stake holders
5. Students satisfactory survey


Principal & Chairman (IQAC)

To

All IQAC members

Copy to

Director/Dean/secretary
Chairperson/ Trustee

**St. PETER'S COLLEGE OF ENGINEERING AND TECHNOLOGY
AVADI, CHENNAI – 600 054**

INTERNAL QUALITY ASSURANCE CELL

22.02.2023

MINUTES OF MEETING AND ACTION TAKEN REPORT

S.No	Agenda	Discussion	Decision and action taken	Responsibility
1	Review of previous meeting	Minutes of last meeting reviewed and approved	The documents submitted by the coordinator passed for implementation	IQAC coordinator
2	NAAC Documentation	Status of documents collection of each criteria is discussed	Instruction given to criteria coordinator to complete documentation process before January 2023 to upload the NAAC SSR	IQAC coordinator and criterion coordinator
3	Completion status of Benchmark of AY 2022-2023	HODs are given the status of completion of each activity	HODS are instructed to complete all the activity with stipulated time	Heads of the department
4	Feedback from stake holders	Detail discussion were made regarding collection of feedback from the stake holder	HODs are instructed to inform to student regarding feedback	Head of institution and Head of the department
5	Students satisfactory survey	Detail discussion were made regarding SSSR	HODs are instructed to inform to student regarding SSSr	IQAC coordinator
	Vote of thanks	On behalf of IQAC Dr.R.Murugan conveyed vote of thanks .		


IQAC coordinator


Chairperson 02/23

**St. PETER'S COLLEGE OF ENGINEERING AND TECHNOLOGY
AVADI, CHENNAI – 600 054**

INTERNAL QUALITY ASSURANCE CELL

Ref No: SPCET / PRI / CIR / 2022 – 2023 / IQAC

Date: 19.05.2023

Notice for IQAC Meeting

A meeting of the Internal Quality Assurance Cell (IQAC) of St.Peter's College of Engineering and Technology will be convened at 2.30 pm on 24.05.2023 at the Conference Room. All the members are requested to attend the meeting.

AGENDA

1. Review of previous meeting
2. NAAC SSR submission and DVV verification
3. Academic calendar for AY 2023-2024
4. Work load for AY 2023-24 odd semester
5. Faculty and students participation
6. Value added course for the students


Principal & Chairman (IQAC)

To

All IQAC members

Copy to

Director/Dean(A)/HODs

Trustee/secretary

St. PETER'S COLLEGE OF ENGINEERING AND TECHNOLOGY
AVADI, CHENNAI – 600 054

INTERNAL QUALITY ASSURANCE CELL

24.05.2023

MINUTES OF MEETING AND ACTION TAKEN REPORT

S.NO	Agenda	Discussion	Decision and action taken	Responsibility
1	Review of previous meeting	Minutes of last meeting reviewed	The documents submitted by the coordinator passed for implementation	IQAC coordinator
2	NAAC work	NAAC SSR Submission and DVV clarification NAAC peer team visits	NAAC SSR submitted and DVV clarification submitted and dates are finalized for NAAC peer team visit Criterion coordination are informed to complete documentation process	IQAC coordinator and criterion coordinator
3	Academic calendar	Institution calendar and department calendar	Academic calendar for AY 2022 -2024 ODD semester planned and finalized	Head of institution and Head of the department
5	Work load for AY 2023-24 odd semester	Subject allocation Time table Course file preparation	Detail discussion were made on work to of staff and finalized Instruction to HODS to prepare the work load and time table and course file	Head of the department
6	Faculty and student progression	Faculty and students participation in various activity	Instruction given to HODS to encourage the faculty member and students to participate in work shop, seminar and FDP	Head of the department

7	Value added course for the students	NAAN muthalvan scheme	Detail discussion were made about value added course for the student and finalized	NAAN muthalvan coordinator and Head of the department
	Vote of thanks	On behalf of IQAC Dr.R.Murugan conveyed vote of thanks.		


IQAC coordinator


Chairperson