

**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