

**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
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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