

**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